



# NFC

## Procedures



**National Finance Center**  
Office of the Chief Financial Officer  
U.S. Department of Agriculture

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# FOCUS Reporting System (FOCUS)

TITLE VI  
Systems Access Manual

CHAPTER 5  
Report Generator Systems

SECTION 4  
FOCUS Reporting System (FOCUS)

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*(reserved)*

## About This Procedure

This procedure provides instructions for accessing and operating the FOCUS Reporting System. The following information will help you to use the procedure more effectively and to locate further assistance if needed.

### How The Procedure Is Organized

Primary sections, page numbering, and the amendment process are described below.

[Overview](#) describes what the system is used for and provides related background information.

[System Access](#) provides access security information and instructions for accessing the system.

[Operating Features](#) describes the system's design and how to use its operating features.

**FOCUS Reporting System Main Data Base Menu** provides the main system options.

[FOCUS Library Name](#) screen is a new screen featuring options for all functions in the FOCUS Reporting System.

Instructions for using each **submenu** and **option** are provided under a separate heading. All options on a submenu are covered before going to the next option on the main menu. The screens are presented as figures within the text.

The [Appendix](#) section contains information about the various FOCUS training courses that are available.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.1, 3.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date.

If you begin receiving this procedure after it has been amended, you will receive the publication with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

### What Conventions Are Used

This procedure uses the following visual aids:

□ Messages displayed by the system are printed in *italics*. Example: The system displays the message *Job NF923P (Job05360) Submitted.*

□ Field specifications are also printed in italics. Example: **Enter User ID** (*required, alphanumeric field; max. of 8 positions*). Key in your assigned user ID (e.g., *NF999*). Press [Tab].

□ For date fields, (yymmdd) means that you should key in the date in year/month/day order, using leading zeros for single-digit months and days. Example: Key in the date **96/05/15** (May 15, 1996).

□ Data that is system generated or that you must key in exactly as shown is printed in **bold italics**. Example: **Key in 2.**

□ Emphasized text within a paragraph is printed in **bold**. Example: These options are authorized to be used by FS personnel or NFC personnel **only**.

□ Figure and exhibit references link figures and exhibits with the text. These references are printed in a bold font as shown here. Example: The FOCUS Library Name screen (**Figure 4**) is displayed.

□ References to sections within the procedure are printed in bold as shown here. Example: See **Payroll/Personnel Systems**, Option 1 on the FOCUS Reporting System Main Data Base Menu (**Figure 11**).

□ Keyboard references are printed in brackets. Example: Press [Enter].

□ Important extra information is identified as a note. Example: **Note:** Enter only one code.

□ The caret (>) prompt is used to indicate where to key in the commands or data names associated with the FOCUS system.

### Who To Contact For Help

For questions about the FOCUS Reporting System (help with unusual conditions), including training and processing, contact Information Center personnel at **504-255-5230**. For questions about obtaining access authority, contact the agency's security officer.

**Note:** FOCUS training is available to users on the various interfacing systems. See the **Appendix** for a listing of the various courses that are available in the Washington, DC area or at the National Finance Center (NFC) in New Orleans, Louisiana. Training is also conducted in other areas based on request by an agency.

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322**.

*(reserved)*

## **Introduction**



## Overview

FOCUS Reporting System (FOCUSRPT), Version 7.0, is an enhanced reporting system used to create reports. FOCUS provides (1) report design/data retrieval from one or more databases, (2) direct access to National Finance Center (NFC) databases via remote terminals, and (3) agency offices with ad hoc reporting capabilities on an as-needed basis.

FOCUS is a tool for creating reports based on some or all of the data in one or more databases. You can specify the order in which columns appear and the sort order for the rows. Headings, footings, totals and subtotals plus other formatting features are available. FOCUS may also be used to create extract files for subsequent reporting.

Programs to produce reports are prepared in FOCUS by keying in an English statement consisting of one or more verbs followed by verb objects. All statements follow the general rules of English grammar. A request statement contains all the information the user **must** provide in order to retrieve the desired records, perform any calculations, sort detail lines, accumulate totals, etc. To produce a final report, the user **must** provide all the necessary information on the request statement.

A FOCUS file consists of basic data elements each with a given **fieldname** and another version of the fieldname called an **Alias**. Either fieldnames, aliases or the shortest unique name may be used in a request statement. A validity check is performed on each name to ensure that a valid match with a description is included in the data dictionary.

## System Interface

FOCUS Library Name screen is used to select the interfacing systems and functions listed below:

- BATCHFOC
- FOCUSRPT
- PRINTLIST
- MESSAGES
- UTILITIES
- LOGON PROC (NFC **only**)

FOCUSRPT interfaces with the main database systems and subsystems listed below:

### Payroll/Personnel Systems:

- Salary/Personnel (SALPERS)
- Payroll/Personnel (PAYPERS)
- Statistical (Personnel Statistics)

- Time & Attendance (T&A)
- Position Management System Operation (PMSO)
- Training (TRAI)
- W2
- Security Entry and Tracking System (SETS)
- Personnel History Reporting (PERHIS)
- Future
- Personnel History (PERSHIST) (Prior to Conversion) (DOC only)
- HUD Extract Files
- Unemployed Compensation Federal Employee system (UCFE)
- Locator Information (Locator)
- Retirement Data Base (RETM)
- Special Payroll Processing System (SPPS)
- MANLOG

### Financial Information Systems:

- Central Accounting Systems (CAS)
- Federal Assistance Award Data System (FAADS)
- Management Accounting Structure Codes (MASC)
- Budget and Operating Plans Subsystem (PLAN)
- Billings & Collections (BLCO)
- Administrative Billings & Collections (ABCO)
- Standard Chart Of Accounts Process (SCAP)
- Direct Premium Remittance System (DPRS)
- Departmentwide Financial Information System (DFIS)

### Property Management Information Systems:

- Personal Property (PROP)
- Supply Property Inventory (SPIN)
- Equipment Management Information System (EMIS)
- Property Education (PROPED)

### Administrative Information Systems:

- Travel (TRAV)
- Transportation (TRAN)
- Purchase Order System (PRCH)
- Federal Procurement Data System (FPDS) (SF279)
- Casual Employee Time Report System (CETR)
- Planning & Tracking System (PATS) (PATSSPRJ)

## Systems Access Manual

### Report Generator Systems

### FOCUS Reporting System

**Data Base Test Systems** used for testing new systems or to test conversion data for new clients that are being implemented into the various systems.

**Table Management (TMGT)** includes a listing of the NFC maintained management tables for the Payroll/Personnel Database Systems.

#### **Development/NFC Systems Menu (NFC Only):**

- OPAC (Online Payment And Collection System)
- Planning And Tracking System (PATS)
- Travel Suspense
- Trouble Ticket Tracking (Info Center)
- SF52 Tracking (for Human Resource Management Office)
- Inquiry Tracking System (ABCO)
- Host Automated Time System (HATS)
- Reporting External Distribution System (REDS)
- ACQTRACK or ACQTRAC1 (for Financial and Management Control Office)
- Change Authorization Tracking System (CATS)
- Name Employee
- Document Tracking System (DOTS)
- Scheduling Information Tracking System (SITS)

- Mission Assignment Tracking System (MATSTRAN)
- Leave Data Transfer System (LDTS)
- Imprest Fund
- Personnel History (PHIS)

#### **Mission Assignment Tracking System (GAO only):**

- MATSPERS – Time & Personnel
- Tables
- MATSYDET – Staff Year Time
- MATSYACT – Staff Year Act
- MATSYPLN – Staff Year Plan
- MATS, MATSFMS, MATSCOST – Jobs & Request
- MATSDAY – Staff Daytime
- MATSISSU – Issue
- Report Against Archive Database
- Perform Archive Restore
- View JES Output
- ISPF Edit

**Note:** For details on using the interfacing systems, see the individual system procedures by their Title, Chapter, Section, and Subsection.

## System Access

This section provides access security information and gives specific sign-on/sign-off instructions for FOCUS.

### Security And Remote Terminal Usage

Access security is designed to prevent unauthorized use of systems and databases. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1. For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

To access the FOCUS System, you must (1) have authorized security clearance and (2) use a terminal or personal computer that is connected through your telecommunications network to the mainframe computer located at NFC. FOCUS may be accessed by authorized personnel only, using your user ID and your secret password. Each agency is responsible for maintaining security controls and assuring that no breach of security occurs.

## Sign-On

To sign on, connect to your telecommunications network to display the NFC banner screen (**Figure 1**) on your terminal. Then respond to the prompts as follows:

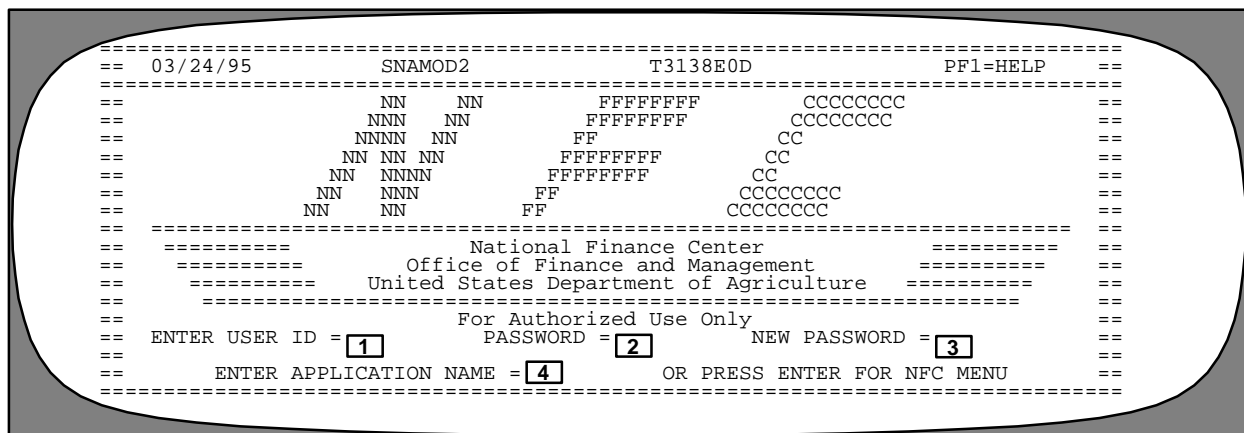
**1 Enter User ID** (*required, alphanumeric field; max. of 8 positions*). Key in your assigned user ID (e.g., **NFXXX**). Press [Tab].

**2 Password** (*required, alphanumeric field; 6 to 8 positions*). Key in your password. Your password is not displayed on the screen. Press [Tab].

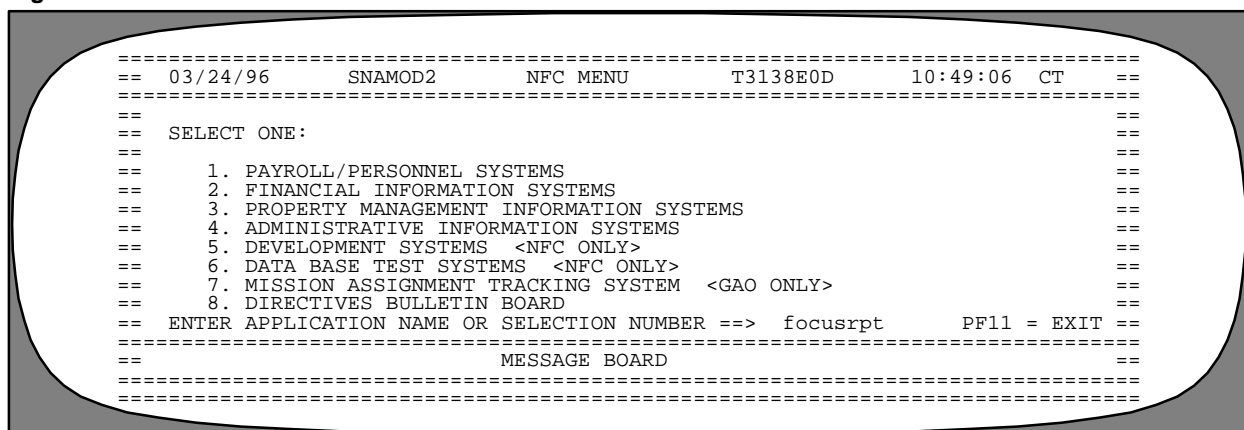
**3 New Password** (*optional, alphanumeric field; 6 to 8 positions*). If your current password expires, key in a new password. Press [Tab]. You may change your password at any time but not more than once a day.

**4 Enter Application Name** (*required, alphanumeric field; max. of 9 positions*). Key in **FOCUSRPT** (FOCUS Reporting System) and press [Enter].

The NFC Menu (**Figure 2**) is displayed. Press [Enter] again to display the FOCUS Library Name screen (**Figure 4**).



**Figure 1. NFC Banner Screen**



**Figure 2. NFC Menu**

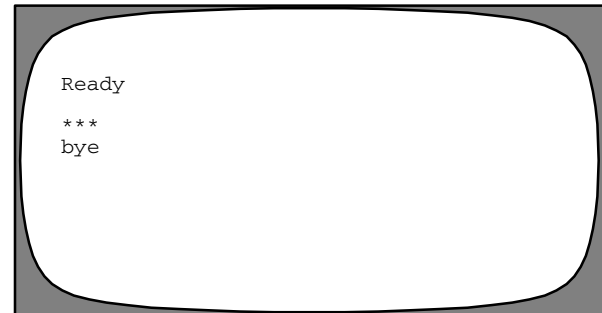
### Sign-Off

To exit FOCUS, key in *bye* at the Ready \*\*\* prompt screen (**Figure 3**). Press [Enter]. The system displays a message that you are logged off FOCUS. The NFC Menu (**Figure 2**) is again displayed.

You are now disconnected from the system. However, you are still connected to the mainframe and may select another application from the NFC Menu.

To disconnect from the mainframe, press [PF11] or a compatible function key. The NFC banner screen (**Figure 1**) is displayed. If you do not intentionally disconnect from the mainframe, you are

automatically disconnected after your terminal is inactive for a prescribed time.



**Figure 3. FOCUS Ready \*\*\* Prompt Screen**

## Operating Features

This section describes the system's design and operating features.

### System Design

FOCUS is an online menu-driven database system. Data can be retrieved from one or more databases to create reports.

Writing a report in FOCUS uses the combined functions of three separate and interacting systems. These systems are listed below:

- **FOCUS Reporting System (FOCUSRPT).** FOCUSRPT provides the Main Data Base Menu options available to users for selecting the applicable database(s) for testing FOCUS reports. Once a report is written, users can submit the report in BATCH-FOC. FOCUSRPT interfaces with ISPF, JES-Master, and BATCHFOC.
- **Interactive Systems Productivity Facility (ISPF).** ISPF provides instructions to set-up ISPF Default parameters to edit, rename, move, copy, and delete a FOCUS code. ISPF users can prepare, browse, view, store, print reports and edit data files.
- **Job Entry System (JES-Master).** JES-Master stores FOCUS jobs and job lists in the output queue waiting to be printed. JES-Master allows users to check the status of jobs, view, browse, delete or cancel a job before it completes execution.

**Note:** Instructions for creating reports using ISPF, BATCHFOC, JES-Master, and the new CD-ROM are included in this procedure.

### Help/Tutorial Screens

Online help is provided in ISPF by pressing [PF1] at all screens. Whenever you receive a system message or a default error, press [PF1] and the message or error is described.

The ISPF Program Development Facility tutorial provides information about ISPF functions. Topics are presented in sequence or may be selected by keying in the letter or number at the Option or Command prompts.

### System Edits

If an error is detected in a report by the FOCUSRPT system's edits, the execution of the request stops and an error message is displayed. The line and the error number are indicated to the left of the message, e.g., (*FOC002*) *A word is not recognized:* Error message descriptions can be found by keying in **FOCUSRPT: at the > ? 002.**








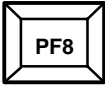
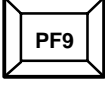
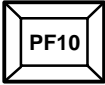


## Function Keys

Your keyboard includes :

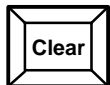
- Program function keys ([PA], [PF], [F], etc.), are used to execute functions and display specific screens.
- Other function keys are [Enter], [Clear], [Tab], etc.

For instructions on your equipment usage for these keys, see the manufacturer's operating guide.

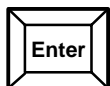
The special functions of these keys in ISPF are displayed at the bottom of each screen. Descriptions are provided below:

Key	Function(s)
	Used to receive help with a system message or a default error.
	Used to split or divide the display screen into two logical screens, each of which you may use independently. *See <b>Note 1</b> on the following page.
	Used to end a session in ISPF or switch from one screen to another.
	Used to return to the previous menu or screen.
	Used to repeat a <i>Find</i> (RFind) command that was entered while in the browse or the edit function. *See <b>Note 2</b> on the following page.
	Used to repeat a <i>Change</i> (RChange) command that was entered while in the edit function. *See <b>Note 3</b> on the following page. This function key is also used to exit FOCUS on other screens.
	Used to scroll or browse Up.
	Used to scroll or browse Down.
	Used when you are in a split screen mode, the Swap command jumps to the other logical screen. *See <b>Note 1</b> on the following page.
	Used to move the screen to the left side for reports that are spread out beyond the screen's normal viewing parameters.
	Used to move the screen to the right side for reports that are spread out beyond the screen's normal viewing parameters.
	Used to recall previously entered commands (Retrieve) to the command line. The com-

mands are displayed one at a time in last-in first-out sequence. A command can be retrieved, edited, and resubmitted for processing. \*See **Note 4** below.



Used to exit the system.



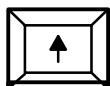
Used to enter (**process**) data.



Used to move the cursor from field to field.



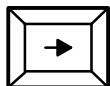
Used to move the cursor back to the command line.



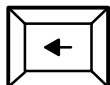
Used to move the cursor up from line to line.



Used to move the cursor down from line to line.



Used to move the cursor to the right from position to position within a field.



Used to move the cursor to the left from position to position within a field.

**Note 1:** The Split command [PF2] functions independently or with the Swap command [PF9]. The cursor's position determines where the display screen is split when pressing [PF2]. The Swap command [PF9] functions **only** in a split screen mode. If the split line is near the middle of the display screen, by pressing [PF9] you

can return the cursor to the last position of the other logical screen. If the split line is less than 5 lines from the top or bottom of the logical screen, pressing [PF9] moves the cursor to the other logical screen and moves the split line from near the top of the first logical screen to near the bottom of the screen. This allows you to jump between the two logical screens with most of the display being used for the *active* logical screen.

**Note 2:** The RFind command [PF5] is used to repeat a *Find* command that was entered while in a browse or edit function. You can also use [PF5] to repeat part of an edit *Change* command. This enables you to examine each occurrence of a character string. When using [PF5], ISPF starts the search at the current cursor position. If no *Find* command was entered, ISPF displays the message *RFind Is Not Active*.

**Note 3:** The RChange command [PF6] is used to repeat a *Change* command that was entered while in an edit function. If you want to change the string, press [PF6] and then press [PF5] to find the next occurrence of the string. If you do not want to change the string, press [PF5] to find the next occurrence. When using [PF6], ISPF starts the search at the current cursor position. If no *Change* command was entered, ISPF displays the message *RChange Is Not Active*.

**Note 4:** The Retrieve command [PF12] is used to recall previously entered commands on the command line. The commands are displayed one at a time in last-in first-out sequence. A command can be retrieved, edited, and resubmitted for processing. Command chains are stored in their entirety as a single stack element. There is one stack for all logical screens. The Retrieve command is not stored in the stack unless it is part of a command chain or is entered as an operand to another command.

## FOCUS Library Name

FOCUS Library Name screen (**Figure 4**) is the first screen in FOCUS. This screen provides 6 options that offer all the functions and features of FOCUS. Key in your library name e.g., *NFC* at the blinking cursor. The options on the menu are briefly described below:

**Batchfoc** is the first option on the FOCUS Library Name screen. This option provides the set-up batch job specifications for submitting a Batch job.

**Focusrpt** is the second option on the FOCUS Library Name screen. This option provides the FOCUSRPT's Main Data Base Menu which interfaces with 8 database systems.

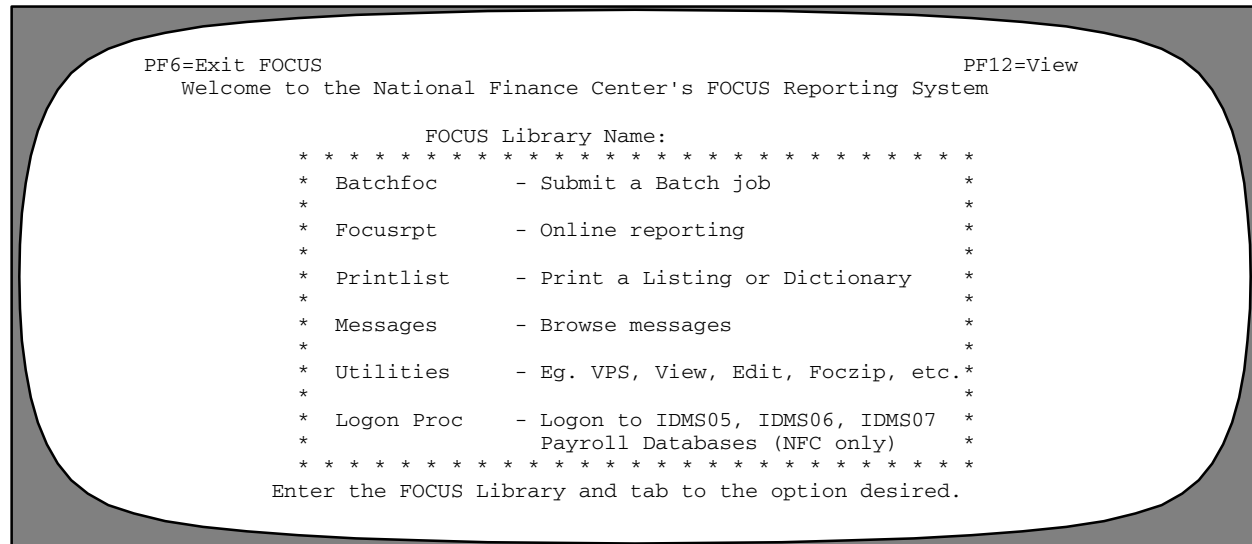
**Printlist** is the third option on the FOCUS Library Name screen. This option is used for printing databases element dictionaries from the FOCUS library.

**Messages** is the fourth option on the FOCUS Library Name screen. This option provides prior messages from the FOCUS bulletin board.

**Utilities** is the fifth option on the FOCUS Library Name screen. This option displays a menu of 6 options for assistance with report development using the functions below:

- VPS Primary Option Menu (VPS printer command, etc.)
- View (Job List on hold, etc.)
- Edit (Edit-Entry Panel, ISPF Library, etc.)
- Documentation Library (Listing of Documents in the Library)
- Foczip (Utility function to compress one of your downward files, etc.)
- Foccdrom (Utility function for CD-ROM use)

**Logon Proc** is the sixth option on the FOCUS Library Name screen. This option is used by NFC personnel only.



**Figure 4. FOCUS Library Name Screen**

*(reserved)*

## BATCHFOC

Batchfoc is the first option on the FOCUS Library Name screen (Figure 4). Batchfoc is used to set-up the batch job specifications for submitting a Batch job. This also includes the new feature of CD-ROM environment. **Note:** See CD Utility screen (Figure 83) for instructions to transfer the dataset jobs created in Batchfoc to a CD.

Key in your FOCUS Library Name and tab to Batchfoc. Press[Enter].

The Batch Job Specifications screen (Figure 5) is displayed. The screen displays partially completed data. You may overlay this data, if applicable, except the UserID field.

Complete the fields as described:

**1 Jobname Character** (*required, alpha field; 1 position*). Key in the jobname character. You have the option to change the Jobname Character to A, B, or C. **Note:** One user may have up to three jobs running at the same time in the system.

**2 Job Class** (*conditional, alpha field; 1 position*). Users within NFC are prompted for a Job Class. Users outside of NFC default to Job Class X automatically. Job Class X executes at NFC as the priority class.

**3 Agency Acronym** (*required, alpha field; max. of 4 positions*). Key in your FOCUS library name/names, separated by a comma.

**4 Focexec Name** (*required, alphanumeric field; max. of 4 positions*). Key in the name of the FOCUS procedure that you are submitting in the batch environment.

**5 When Do You Want Your Report Run?** (*optional, alpha field; 1 position*). Key in either **B** (after BEAR), **N** (tonight), or leave the field blank for now.

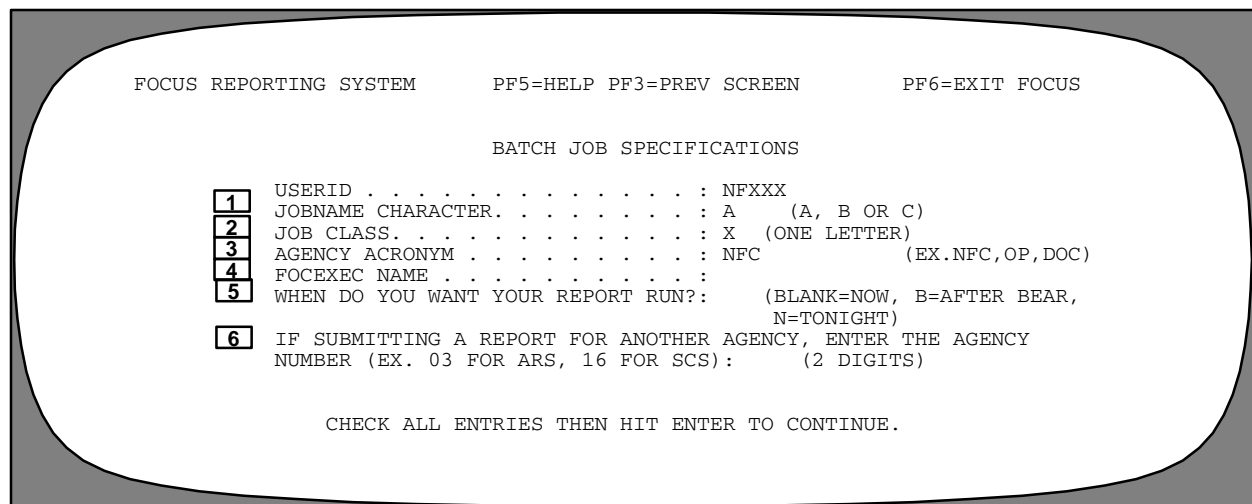
**6 If Submitting A Report For Another Agency, Enter The Agency Number** (*optional, alphanumeric field; 2 positions*). Key in the agency's code **Note:** For NFC Use Only. Press [Enter].

The Batch Job Printing Specifications screen (Figure 6) is displayed with partially completed data for you.

Complete the fields as described:

**1 Name To Appear On Report** (*required, alphanumeric field; max. of 12 positions*). Key in your name, user ID, or routing instructions for your job.

**2 Destination Printer ID** (*required, alphanumeric field; max. of 16 positions*). Key in the printer ID. **Note:** The Batch Job Printing Specifications screen allows the option of batch printing to 10 different printers. If you choose to use multiple printers, key in **many**. Press [Enter].



```

FOCUS REPORTING SYSTEM          PF5=HELP PF3=PREV SCREEN          PF6=EXIT FOCUS

                                BATCH JOB SPECIFICATIONS

1  USERID . . . . . : NFXXX
2  JOBNAME CHARACTER. . . . . : A (A, B OR C)
3  JOB CLASS. . . . . : X (ONE LETTER)
4  AGENCY ACRONYM . . . . . : NFC (EX.NFC, OP, DOC)
5  FOCEXEC NAME . . . . . :
6  WHEN DO YOU WANT YOUR REPORT RUN?: (BLANK=NOW, B=AFTER BEAR,
                                         N=TONIGHT)
IF SUBMITTING A REPORT FOR ANOTHER AGENCY, ENTER THE AGENCY
NUMBER (EX. 03 FOR ARS, 16 FOR SCS): (2 DIGITS)

                                CHECK ALL ENTRIES THEN HIT ENTER TO CONTINUE.
  
```

Figure 5. Batch Job Specifications Screen

# Systems Access Manual

## Report Generator Systems

### FOCUS Reporting System

```

FOCUS REPORTING SYSTEM          PF5=HELP PF4=QUIT PF10=FOCUSRPT PF6=EXIT FOCUS

                                BATCH JOB PRINTING SPECIFICATIONS

1 NAME TO APPEAR ON REPORT . . . . : DIANE          (MAX 12 CHARS)
2 DESTINATION PRINTER ID . . . . . : U1 OR MANY
3 NUMBER OF COPIES . . . . . : 1          (1 TO 5)
4 VIEW REPORT BEFORE PRINTING? . . : YES   (YES OR NO)
5 CREATE HOLD FILE FOR DOWNLOADING?: YES   (YES OR NO)
6 CREATE LABELS? . . . . . : NO   (YES OR NO)
7 DO YOU WANT TO SEE THE CODE? . . : YES   (YES OR NO)

                                CHECK ALL ENTRIES THEN HIT ENTER TO CONTINUE.

```

**Figure 6. Batch Job Printing Specifications Screen**

The Multiple Printer Selection screen (**Figure 7**) is displayed.

Complete the fields as described:

**1 Printer** (*required, alphanumeric field; max. of 16 positions*). Key in the printer ID that will receive the batch job.

**2 Number Of Copies** (*required, numeric field; 1 position*). Key in the amount of copies needed of the report (1 to 5). Defaults to 1.

**3 View Report Before Printing?** (*required, alpha field; Yes or No*). Key in your response, **Yes** or **No**. Keying in **Yes** executes the job for viewing and requeing from your computer terminal by using **J.1** (JES-Master) at the ISPF menu command prompt. Keying in **No** executes the job and routes it to your printer destination upon completion. Defaults to **yes**.

**4 Create Hold File For Downloading** (*optional, alpha field; Yes or No*). Key in **Yes** only if your procedure is structured for a download file. If not, key in **No**. **Note:** BATCHFOC now enables users to create an extracted file of a report by specifying **RPT** in this field. When **RPT** is keyed in this field the user will transfer extracted files created by BATCHFOC from the mainframe and prepare it to be cut to the CD through the new utility known as Foccdrom. Foccdrom will transfer datasets existing on the mainframe through connect direct and download the file using CD Utility to the CD-ROM environment. The job will abort if the specified dataset does not exist or if the dataset name is not recognized.

**5 Create Labels** (*optional, alpha field; Yes or No*). Key in **Yes** only if your procedure is structured for labels. Defaults to **no**.

```

FOCUS REPORTING SYSTEM          PF5=HELP          PF4=QUIT          PF6=EXIT FOCUS

                                MULTIPLE PRINTER SELECTION SCREEN
                                ENTER THE PRINTER ID AND NUMBER OF COPIES YOU WISH TO RECEIVE

1 PRINTER : U1                2 COPIES : 1
1 PRINTER : U519             2 COPIES : 4
1 PRINTER : U253             2 COPIES : 5
PRINTER :                   2 COPIES : 1
PRINTER :                   COPIES : 1
PRINTER :                   COPIES : 1
PRINTER :                   COPIES : 1
PRINTER :                   COPIES : 1
PRINTER :                   COPIES : 1
PRINTER :                   COPIES : 1
PRINTER :                   COPIES : 1

```

**Figure 7. Multiple Printer Selection Screen**

**6 Do you Want To See The Code?** (*optional, alpha field; Yes or No*). Key in **No** only if you have executed this procedure previously and know that it will run successfully. Suppressing the code also suppresses the error message(s). Defaults to **yes**. Press [Enter].

**7 Copies** (*required, numeric field; 1 position*). Key in the number of copies of the report you desire, max. of 5. Press [Enter].

The Preparing Files screen (**Figure 8**) is displayed.

The system creates the necessary information called Job

Control Language (JCL) to submit your job in the batch environment. When the job has been submitted, the system responds with the job number. Press [Enter].

The system displays a message screen (**Figure 9**), asking you *Do You Want To Submit Another FOCEXEC?*.

Complete the field as described below:

**1 Do You Want To Submit Another FOCEXEC?** (*required, alpha field; Yes or No*). If you key in **Yes**, the process starts over. If you are **not** submitting another job, key in **No** and press [Enter].

```

DATE: XX/XX/XX          FOCUS REPORTING SYSTEM          LOGON TIME: 12.59.17

                        PREPARING FILES

JOB NFXXXB(JOB12790) SUBMITTED

***
  
```

**Figure 8. Preparing Files Screen**

```

FOCUS REPORTING SYSTEM          PF5=HELP          PF6=EXIT FOCUS

1 DO YOU WANT TO SUBMIT ANOTHER FOCEXEC? : NO      (YES OR NO)
  
```

**Figure 9. Do You Want To Submit Another Focexec? Screen**

When the > prompt screen (**Figure 10**) is displayed. Key in *focusrpt* and press [Enter]. The FOCUS Library Name screen (**Figure 4**) is displayed.

```

> focusrpt
  
```

**Figure 10. Prompt Screen**

*(reserved)*

## FOCUSRPT

Focusrpt is the second option on the FOCUS Library Name screen (Figure 4). Focusrpt is used to access the FOCUSRPT's Main Data Base Menu (Figure 11) for online reporting.

Key in your FOCUS Library Name and tab to Focusrpt. Press [Enter].

The FOCUSRPT Main Data Base Menu (Figure 11) is displayed and provides 8 database options available to users. **Note:** Depending on an individual's access authority, all options may not be displayed on the menu. The menu options are briefly described as follows:

- 1. Payroll/Personnel Systems.** Provides a menu of 17 options that are available for reports on the payroll and personnel systems. Each option is described in this procedure. Other submenus branch off from the main menu options.
- 2. Financial Information Systems.** Provides a menu of 9 options that are available for reports on the financial information systems. Each option is described in this procedure. Other submenus branch off from the main menu options.
- 3. Property Management Information Systems.** Provides a menu of 4 options that are available for

reports on the property management information systems. Each option is described in this procedure. Other submenus branch off from the main menu options.

**4. Administrative Information Systems.** Provides a menu of 6 options that are available for reports on the administrative information systems. Each option is described in this procedure. Other submenus branch off from the main menu options.

**5. Data Base Test Systems.** Provides options that are available for reports on the database test systems at the time. This menu varies depending on which systems are in test for a specific agency.

**6. TMGT (Tables).** Provides a listing of NFC maintained management tables available for reports on the payroll/personnel database systems.

**7. Development Systems (NFC Only).** Provides a menu of 17 options that are available for reports on the development systems **for NFC only**. Each option is described in this procedure. Other submenus branch off from the main menu options.

**8. Mission Assignment Tracking System.** Provides a menu of 12 options that are available for reports on the mission assignment tracking system **for GAO only**. Each option is described in this procedure. Other submenus branch off from the main menu options.

```
FOCUS REPORTING SYSTEM  PF3=PREV SCREEN  P5=HELP  PF6=EXIT FOCUS

                                MAIN DATA BASE MENU

      1  PAYROLL/PERSONNEL SYSTEMS
      2  FINANCIAL INFORMATION SYSTEMS
      3  PROPERTY MANAGEMENT INFORMATION SYSTEMS
      4  ADMINISTRATIVE INFORMATION SYSTEMS
      5  DATA BASE TEST SYSTEMS
      6  TMGT (TABLES)
      7  DEVELOPMENT SYSTEMS (NFC ONLY)
      8  MISSION ASSIGNMENT TRACKING SYSTEM

                                ENTER SELECTION NUMBER
```

Figure 11. Main Data Base Menu

## Payroll/Personnel Systems

Payroll/Personnel Systems is Option 1 on the Main Data Base Menu (Figure 11). This option is used to create reports from the payroll/personnel database systems.

To select this option, key in **1** at the Enter Selection Number prompt. Press [Enter].

The Payroll/Personnel Data Base Menu (Figure 12) is displayed.

Payroll/Personnel Data Base Menu provides 17 database options available for payroll and personnel reports.

**Note:** Depending on an individual's access authority, all options may not be displayed on the menu. The menu options are briefly described below:

- 1. Salary/Personnel (Salpers).** Provides reports on current data for the salary and personnel records by either the organizational agency code or the organizational level codes 2, 3, and 4.
- 2. Payroll/Personnel (Paypers).** Provides reports on current data for salary and personnel records with all associated records, bonds, taxes, allotments, allowances, etc., by either the organizational agency code or organizational level codes 2, 3, and 4.
- 3. Statistical (Personnel Statistics).** Provides reports for statistical data that summarizes minorities by either the organizational structure code, occupational series, pay plan, or grade.
- 4. Time & Attendance.** Provides reports from the time and attendance records stored in the payroll/personnel database for a specific pay period.
- 5. PMSO.** Provides reports on position data established for specific position descriptions by either department code, servicing agency, for the submitting

office number (SON), personnel office identifier (POI) or employing office.

**6. Training.** Provides reports on training needs for either owner by organizational structure, trainer by organizational structure, owner by POI, or trainer by POI.

**7. W2.** Provides reports for the W2 database by either organizational agency code or organizational level codes 2, 3, or 4.

**9. SETS.** Provides reports for the Security Entry and Tracking System by either department code, agency, or the POI.

**10. Personnel History Reporting (PERHIS).** Provides reports for the personnel history reporting system by either organizational agency code, organizational level codes 2, 3, or 4, for the SON.

**11. Future.** Provides reports for either the future inquiry system or the future type 63 inquiry system.

**12. Personnel History (Prior To Conversion) (PERSHIST) (DOC Only).** Provides reports for the Department Of Commerce personnel history system, prior to conversion.

**13. HUD Extract Files (HUD Only).** Provides reports for the Housing and Urban Development (HUD) payroll/personnel system files by either a specific pay period, or year-to-date file.

**14. UCFE.** Provides reports for the Unemployed Compensation Federal Employee system by either organizational structure or SON.

**15. Locator Information (LOCATOR).** Provides reports on the location of employees by either department code, servicing agency, SON, agency, organizational level codes 2, 3, or 4, or the employee's last name.

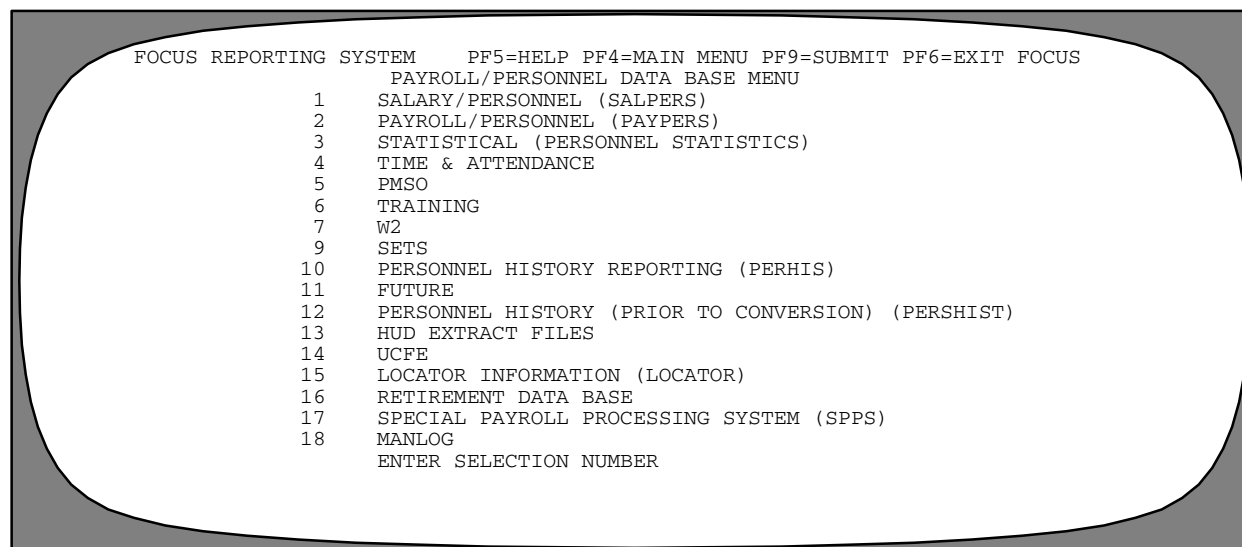


Figure 12. Payroll/Personnel Data Base Menu

**Systems Access Manual  
Report Generator Systems  
FOCUS Reporting System**

Title VI  
Chapter 5  
Section 4

**16. Retirement Data Base.** Provides reports for the retirement database by either department code, agency, or SON.

**17. Special Payroll Processing System (SPPS).** Provides reports for identifying payroll electronic

transactions by either department code, servicing agency, employing office, or agency.

**18. MANLOG.** Provides reports for manually processed payroll/personnel payments by either department, agency, or SON.

### Salary/Personnel (SALPERS)

SALPERS is an option on the Payroll/Personnel Data Base Menu (**Figure 12**). This option is used to create reports on current salary and personnel records.

To select this option, key in **1** at the Enter Selection Number prompt. Press [Enter].

The Payroll/Personnel Data Base Organizational Structure Selection screen (**Figure 13**) is displayed.

Complete the fields as described:

**1** **Organizational Agency Code** (*optional, alpha-numeric field; 2 positions*). Key in your organizational agency code. Press [Enter].

**2** **Organizational Level 2 Code** (*optional, numeric field; 2 positions*). Key in your organizational level 2 code. Press [Enter].

**3** **Organizational Level 3 Code** (*optional, numeric field; 2 positions*). Key in your organizational level 3 code. Press [Enter].

**4** **Organizational Level 4 Code** (*optional, numeric field; 4 positions*). Key in your organizational level 4 code. Press [Enter].

**5** **Submitting Office Number** (*optional, numeric field; 4 positions*). Key in your submitting office number. Press [Enter].

**Note:** If you do not enter an Organizational Structure Code and press [Enter], the system defaults to your highest level access authority.

### Payroll/Personnel (PAYPERS)

PAYPERS is an option on the Payroll/Personnel Data Base Menu (**Figure 12**). This option is used to create reports on the current data for all associated payroll records by either bonds, taxes, allotments, allowances, etc.

To select this option, key in **2** at the Enter Selection Number prompt. Press [Enter].

The Payroll/Personnel Data Base Organizational Structure Selection screen (**Figure 13**) is displayed. Follow the instructions for completing the fields described above.

```
FOCUS REPORTING SYSTEM      PF5=HELP      PF4=QUIT      PF6=EXIT FOCUS

PAYROLL/PERSONNEL DATA BASE
ORGANIZATIONAL STRUCTURE SELECTION

ENTER THE ORGANIZATIONAL STRUCTURE YOU WANT.
OTHERWISE, PRESS THE ENTER KEY TO ACCESS ALL
RECORDS FOR YOUR ACCESS AUTHORITY.

ORGANIZATIONAL AGENCY CODE : 1
ORGANIZATIONAL LEVEL 2 CODE : 2
ORGANIZATIONAL LEVEL 3 CODE : 3
ORGANIZATIONAL LEVEL 4 CODE : 4
SUBMITTING OFFICE NUMBER   : 5
```

**Figure 13. Payroll/Personnel Data Base Organizational Structure Selection Screen**

### Statistical (Personnel Statistics)

Statistical is an option on the Payroll/Personnel Data Base Menu (**Figure 12**). This option is used to create reports on statistical data that summarizes minorities.

To select this option, key in **3** at the Enter Selection Number prompt. Press [Enter].

The Statistical Data Base table file screen (**Figure 14**) is displayed.

Key in your request at the >prompt, e.g., **ED** to activate Editor (ISPF=2), **EX** to execute a FOCEXEC online, or **HELP FOCUSRPT** for a listing of FOCUSRPT commands. Press [Enter].

### Time And Attendance (T&A)

Time And Attendance is an option on the Payroll/Personnel Data Base Menu (**Figure 12**). This option is used to create reports on time and attendance records.

To select this option, key in **4** at the Enter Selection Number prompt. Press [Enter].

The Time And Attendance Data Base Pay Period Entry Screen (**Figure 15**) is displayed.

Complete the field as described:

**1 Pay Period** (*required, numeric field; 2 positions*). Key in the number of the pay period you want to report against (**1** through **27**) at the cursor's position. Press [Enter].

```
DATE: XX/XX/XX          FOCUS REPORTING SYSTEM          LOGON TIME: 08.33.47

                        STATISTICAL DATA BASE

THIS DATA BASE CONTAINS SUMMARIZED INFORMATION FROM
THE PAYROLL/PERSONNEL DATA BASE. IT GROUPS MINORI
TIES BY ORGANIZATIONAL STRUCTURE CODE, OCCUPATIONAL
SERIES, PAY PLAN AND GRADE.

                        TABLE FILE NAME IS STATDB1

TO ACCESS INFORMATION IN THIS DATA BASE YOU MUST
CODE A VALUE FOR THE ENTRY POINT. AN EXAMPLE IS:

                        IF CUR_QTR_YR GE 00

TYPE HELP FOR INFORMATION ON FOCUS COMMANDS

WAIT FOR A E>E TO APPEAR THEN ENTER YOUR REQUEST

>
```

Figure 14. Statistical Data Base Screen

```
FOCUS REPORTING SYSTEM    PF5=HELP PF4=MAIN MENU PF9=SUBMIT PF6=EXIT FOCUS

                        TIME AND ATTENDANCE DATA BASE PAY PERIOD ENTRY SCREEN

                        ENTER THE NUMBER OF THE PAY PERIOD
                        YOU WANT TO REPORT AGAINST (1 THRU 27)

1
```

Figure 15. Time And Attendance Data Base Pay Period Entry Screen

# Systems Access Manual

## Report Generator Systems

### FOCUS Reporting System

#### PMSO (Position Management System Operation)

PMSO is an option on the Payroll/Personnel Data Base Menu (Figure 12). This option is used to create reports on vacant and abolished position descriptions.

To select this option, key in 5 at the Enter Selection Number prompt. Press [Enter].

The PMSO Data Base Organizational Structure Selection screen (Figure 16) is displayed.

Complete the fields as described:

**1** **Department Code** (*optional, alphanumeric field; 2 positions*). Key in your department code. Press [Enter].

**2** **Servicing Agency** (*optional, alphanumeric field; 2 positions*). Key in the servicing agency's code. Press [Enter].

**3** **Submitting Office Number** (*optional, numeric field; 4 positions*). Key in your submitting office number. Press [Enter].

**4** **Organization Agency Code** (*optional, alphanumeric field; 2 positions*). Key in your organization agency code. Press [Enter].

**Note:** Depending on your selection, an organizational structure data entry screen is displayed by department code, servicing agency, submitting office number, or organization agency code.

#### Training

Training is an option on the Payroll/Personnel Data Base Menu (Figure 12). This option is used to create reports on employee's training.

To select this option, key in 6 at the Enter Selection Number prompt. Press [Enter].

The Training Data Base Menu (Figure 17) is displayed.

*Owner By Organizational Structure* is Option 1 on the Training Data Base Menu. To select this option, key in 1 at the Enter Selection Number prompt. Press [Enter].

Figure 16. PMSO Data Base Organizational Structure Selection Screen

Figure 17. Training Data Base Menu

*Trainer By Organizational Structure* is Option 2 on the Training Data Base Menu. To select this option, key in **2** at the Enter Selection Number prompt. Press [Enter].

*Owner By Personnel Office Identifier (POI)* is Option 3 on the Training Data Base Menu. To select this option, key in **3** at the Enter Selection Number prompt. Press [Enter].

*Trainer By Personnel Office Identifier (POI)* is Option 4 on the Training Data Base Menu. To select this option, key in **4** at the Enter Selection Number prompt. Press [Enter].

**Note:** After your selection, a screen is displayed for *Owner By Organizational Structure* (1), *Trainer By Organizational Structure* (2), *Owner By Personnel Office Identifier (POI)* (3), or *Trainer By Personnel Office Identifier (POI)* .

## Systems Access Manual

### Report Generator Systems

### FOCUS Reporting System

#### W2

W2 is an option of the Payroll/Personnel Data Base Menu (**Figure 12**). This option is used to create reports on the W2 database by organizational structure selection.

To select this option, key in 7 at the Enter Selection Number prompt. Press [Enter].

The W2 Data Base Organizational Structure Selection screen (**Figure 18**) is displayed.

Complete the fields as described:

**1** **Organizational Agency Code** (*optional, alpha-numeric field; 2 positions*). Key in your organizational agency code. Press [Enter].

**2** **Organizational Level 2 Code** (*optional, numeric field; 2 positions*). Key in your organizational level 2 code. Press [Enter].

**3** **Organizational Level 3 Code** (*optional, numeric field; 2 positions*). Key in your organizational level 3 code. Press [Enter].

**4** **Organizational Level 4 Code** (*optional, numeric field; 4 positions*). Key in your organizational level 4 code. Press [Enter].

**5** **Submitting Office Number** (*optional, numeric field; 4 positions*). Key in your submitting office number. Press [Enter].

**Note:** If you do not enter an Organizational Structure Code and press [Enter], the system defaults to your highest level access authority.

```
FOCUS REPORTING SYSTEM      PF5=HELP      PF4=QUIT      PF6=EXIT FOCUS

      W2 DATA BASE
    ORGANIZATIONAL STRUCTURE SELECTION

ENTER THE ORGANIZATIONAL STRUCTURE YOU WANT.
OTHERWISE, PRESS THE ENTER KEY TO ACCESS ALL
RECORDS FOR YOUR ACCESS AUTHORITY.

ORGANIZATIONAL AGENCY CODE : 1
ORGANIZATIONAL LEVEL 2 CODE : 2
ORGANIZATIONAL LEVEL 3 CODE : 3
ORGANIZATIONAL LEVEL 4 CODE : 4
SUBMITTING OFFICE NUMBER   : 5

FOCUS REPORTING SYSTEM      PF5=HELP      PF4=QUIT      PF6=EXIT FOCUS
```

Figure 18. W2 Data Base Screen

**SETS (Security Entry And Tracking System)**

SETS is an option on the Payroll/Personnel Data Base Menu (**Figure 12**). This option is used to create reports on the security entry and tracking system.

To select this option, key in **9** at the Enter Selection Number prompt. Press [Enter].

The SETS Data Base selection screen (**Figure 19**) is displayed.

Complete the fields as described:

- 1 Department Code** (*optional, alphanumeric field; 2 positions*). Key in your department code.
- 2 Agency** (*optional, alphanumeric field; 2 positions*). Key in your agency code.
- 3 POI** (*optional, numeric field; 4 positions*). Key in you POI number. Press [Enter].

FOCUS REPORTING SYSTEM      PF5=HELP      PF4=QUIT      PF6=EXIT FOCUS

SETS DATA BASE  
SELECTION SCREEN

ENTER VALUES FOR THE FOLLOWING FIELDS.

DEPARTMENT CODE. . . . . : **1**  
AGENCY . . . . . : **2**  
POI. . . . . : **3**

**Figure 19. SETS Data Base Selection Screen**

# Systems Access Manual

## Report Generator Systems

### FOCUS Reporting System

#### Personnel History Reporting (PERHIS)

PERHIS is an option on the Payroll/Personnel Data Base Menu (Figure 12). This option is used to create reports from the payroll/personnel database on personnel history.

To select this option, key in **10** at the Enter Selection Number prompt. Press [Enter].

The PERHIS Data Base Organizational Structure Selection screen (Figure 20) is displayed.

Complete the fields as described:

**1** **Organizational Agency Code** (optional, alpha-numeric field; 2 positions). Key in your organizational agency code.

**2** **Organizational Level 2 Code** (optional, numeric field; 2 positions). Key in your organizational level 2 code.

**3** **Organizational Level 3 Code** (optional, numeric field; 2 positions). Key in your organizational level 3 code.

**4** **Organizational Level 4 Code** (optional, numeric field; 4 positions). Key in your organizational level 4 code.

**5** **Submitting Office Number** (optional, numeric field; 4 positions). Key in your submitting office number.

**6** **Access Method Selection** (optional, numeric field; 1 position). Key in **1** for owner or **2** for action. **Note:** The 2 is system generated.

**7** **Date Selection** (required, numeric field; 6 positions). Key in the start date (yymmdd) and key in the end date (yymmdd).

**8** **Y Or N (yes or no)** (required, alpha field; 1 position). Key in a **Y** if the action effective date is within the date selection range or **N** if the effective date is **not** within the date selection range. Press [Enter].

```

FOCUS REPORTING SYSTEM      PF5=HELP      PF4=QUIT      PF6=EXIT FOCUS
                             PERHIS DATA BASE
                             ORGANIZATIONAL STRUCTURE SELECTION
ENTER THE ORGANIZATIONAL STRUCTURE YOU WANT OR LEAVE THE
ENTRIES BLANK TO ACCESS ALL RECORDS FOR YOUR ACCESS AUTHORITY.
ORGANIZATIONAL AGENCY CODE : 1
ORGANIZATIONAL LEVEL 2 CODE : 2
ORGANIZATIONAL LEVEL 3 CODE : 3
ORGANIZATIONAL LEVEL 4 CODE : 4
SUBMITTING OFFICE NUMBER   : 5

ACCESS METHOD SELECTION
1 FOR OWNER, 2 FOR ACTION : 2 6

DATE SELECTION
7 START : 19 YY / MM / DD      END : 19 YY / MM / DD
SHOULD THE ACTION EFFECTIVE DATE
BE WITHIN THE DATE SELECTION RANGE? : 8 (Y OR N)
PERHIS was last updated 05/21/1996 at 14:46

```

Figure 20. PERHIS Data Base Organizational Structure Selection Screen

### Future (FINQ)

Future is an option on the Payroll/Personnel Data Base Menu (**Figure 12**). This option is used to create reports on documents entered into payroll/personnel system with future effective dates. It also provides a detailed display of all personnel action input documents (SF-50's) that are held in the Future System.

To select this option, key in **11** at the Enter Selection Number prompt. Press [Enter].

The Future System menu (**Figure 21**) is displayed.

*Future* is the first option on the Future System menu. To select this option, key in **1** at the Enter Selection Number prompt. Press [Enter].

*Future Type 63* is the second option on the Future System menu. To select this option, key in **2** at the Enter Selection Number prompt. Press [Enter].

*Future Type 125* is the third option on the Future System menu. To select this option, key in **3** at the Enter Selection Number prompt. Press [Enter].

*Future Type 180* is the fourth option on the Future System menu. To select this option, key in **4** at the Enter Selection Number prompt. Press [Enter].

**Note:** After your selection, an organizational structure screen is displayed by department code, agency code, or fund code. **Note:** All selections display the same Future Data Base Selection Screen.

```
FOCUS REPORTING SYSTEM      PF5=HELP PF4=MAIN MENU PF9=SUBMIT PF6=EXIT FOCUS

                                FUTURE SYSTEM

                                1  FUTURE
                                2  FUTURE TYPE 63
                                3  FUTURE TYPE 125
                                4  FUTURE TYPE 180

                                ENTER SELECTION NUMBER
```

Figure 21. Future System Menu

# Systems Access Manual

## Report Generator Systems

### FOCUS Reporting System

#### Personnel History (Prior To Conversion DOC Only)(PERSHIST)

Personnel History (Prior To Conversion DOC Only) (PERSHIST) is an option on the Payroll/Personnel Data Base Menu (Figure 12). This option is used to create reports on personnel history for DOC **only**, prior to conversion.

To select this option, key in **12** at the Enter Selection Number prompt. Press [Enter].

The Department of Commerce (DOC) History Data Base (Prior To Conversion) table file screen (Figure 22) is displayed.

Key in your request at the > prompt, e.g., **ED** to activate Editor (ISPF=2), **EX** to execute a FOCEXEC online, or **HELP FOCUSRPT** for a listing of FOCUSRPT commands. Press [Enter].

#### HUD (Housing And Urban Development) Extract Files

HUD Extract Files is an option on the Payroll/Personnel Data Base Menu (Figure 12). This option is used to create reports on HUD extract files by pay period.

To select this option, key in **13** at the Enter Selection Number prompt. Press [Enter].

The Payroll/Personnel Data Base HUD Extract Files Menu (Figure 23) is displayed.

Complete the fields as described:

**1** **Biweekly, Biwkfyr, or Biwkcyr** (*required, alpha field; 1 position*). Key in **X** at the cursor for reports from HUD Extract Files on *biweekly*, *biwkfyr* (biweekly fiscal year), or *biwkcyr* (biweekly calendar year) cycles of pay.

```

DATE: XX/XX/XX          FOCUS REPORTING SYSTEM          LOGON TIME: 08.45.34

DEPARTMENT OF COMMERCE PERSONNEL HISTORY DATA BASE
(PRIOR TO CONVERSION)

TABLE FILE NAME IS

PERSHIST

WAIT FOR A > TO APPEAR THEN ENTER YOUR REQUEST

TYPE HELP FOR INFORMATION ON FOCUS COMMANDS
>
  
```

Figure 22. Department Of Commerce Personnel History Data Base (Prior To Conversion) Screen

```

FOCUS REPORTING SYSTEM          PF5=HELP          PF4=QUIT          PF6=EXIT FOCUS
PAYROLL/PERSONNEL DATA BASE
HUD EXTRACT FILES MENU
(PPPFILE, YTDFILE, BIWEEKLY, BIWKFYR & BIWKCYR)
PUT AN > NEXT TO THE FILE OR PAY PERIODS YOU WANT TO
REPORT AGAINST. REMEMBER, ONLINE ACCESS IS LIMITED TO ONE
PPFILE AND/OR ONE YTDFILE. WHEN YOU SUBMIT YOUR FOCEXEC
VIA BATCHFOC YOU CAN SELECT MULTIPLE PAY PERIODS.

BIWEEKLY, BIWKFYR OR BIWKCYR: 1

PPFILE: 2 CURRENT 3 01 02 4 03 04 05 06 07
          08 09 10 11 12 13 14
          15 16 17 18 19 20 21
          22 23 24 25 26 27
YTDFILE: 5 6 7
          01 02 03 04 05 06 07
          08 09 10 11 12 13 14
          15 16 17 18 19 20 21
          22 23 24 25 26 27
  
```

Figure 23. Payroll/Personnel Data Base HUD Extract Files Menu

**2 PPFile** (*optional, alpha field; 1 position*). Key in *X* next to *PPFile* (pay period file) for reports from the pay period file.

**3 Current PPFile** (*optional, alpha field; 1 position*). Key in *X* next to *current* for reports from a current pay period file.

**4 Specific Pay Period** (*optional, alpha field; 1 position*). Key in *X* next to one of the pay periods from *01* through *27* for a specific pay period report.

**5 YTDFile** (*optional, alpha field; 1 position*). Key in *X* next to the *YTDFile* (year-to-date file) for reports from a year-to-date file.

**6 Current YTDFile** (*optional, alpha field; 1 position*). Key in *X* next to *current* prompt for reports from a current year-to-date file.

**7 Specific Pay Period** (*optional, alpha field; 1 position*). Key in *X* next to one of the pay periods from *01* through *27* for reports from a specific year-to-date pay period. Press [Enter].

# Systems Access Manual

## Report Generator Systems

### FOCUS Reporting System

#### UCFE (Unemployment Compensation Federal Employee)

UCFE is an option on the Payroll/Personnel Data Base Menu (**Figure 12**). This option is used to create reports on unemployment compensation for Federal employees.

To select this option, key in **14** at the Enter Selection Number prompt. Press [Enter].

The UCFE Access Selection screen (**Figure 24**) is displayed.

*Organizational Structure* is Option 1 on the UCFE Access Selection screen. To select this option, key in **1** at the Enter Selection Number prompt. Press [Enter].

*Employing Office* is Option 2 on the UCFE Access Selection screen. To select this option, key in **2** at the Enter Selection Number prompt. Press [Enter].

**Note:** After your selection, an organizational structure data screen is displayed by department or agency. Both selections (**1** or **2**) display the same UCFE Organizational Structure Selection screen.

#### Locator Information (LOCATOR)

LOCATOR is an option on the Payroll/Personnel Data Base Menu (**Figure 12**). This option is used to create reports on the location of employees.

To select this option, key in **15** at the Enter Selection Number prompt. Press [Enter].

The Locator Data Base Selection Screen (**Figure 25**) is displayed.

Complete the fields as described:

**1** **Department Code** (*optional, alphanumeric field; 2 positions*). Key in your department code.

```

FOCUS REPORTING SYSTEM      PF5=HELP      PF4=QUIT      PF6=EXIT FOCUS

                                UCFE
                                ACCESS SELECTION

INDICATE IF YOU WANT TO REPORT AGAINST UCFE BY
ORGANIZATIONAL STRUCTURE OR BY EMPLOYING OFFICE (SON)
      1  ORGANIZATIONAL STRUCTURE
      2  EMPLOYING OFFICE

                                ENTER SELECTION NUMBER
  
```

**Figure 24. UCFE Access Selection Screen**

```

FOCUS REPORTING SYSTEM      PF5=HELP      PF4=QUIT      PF6=EXIT FOCUS

                                LOCATOR DATA BASE
                                SELECTION SCREEN

ENTER VALUES FOR THE FOLLOWING FIELDS.

DEPARTMENT CODE . . . . . : 1
SERVICING AGENCY. . . . . : 2
SUBMITTING OFFICE . . . . . : 3
AGENCY. . . . . : 4
LEVEL 2 CODE. . . . . : 5
LEVEL 3 CODE. . . . . : 6
LEVEL 4 CODE. . . . . : 7
EMPLOYEE LAST NAME. . . . . : 8
  
```

**Figure 25. Locator Data Base Selection Screen**

**2** **Servicing Agency** (optional, alphanumeric field; 2 positions). Key in your servicing agency code.

**3** **Submitting Office** (optional, numeric field; 4 positions). Key in your submitting office number.

**4** **Agency** (optional, alphanumeric field; 2 positions). Key in your agency code.

**5** **Level 2 Code** (optional, numeric field; 2 positions). Key in your level 2 code.

**6** **Level 3 Code** (optional, numeric field; 2 positions). Key in your level 3 code.

**7** **Level 4 Code** (optional, numeric field; 4 positions). Key in your level 4 code.

**8** **Employee Last Name** (optional, alpha field; max. of 17 positions). Key in the employee's last name. Press [Enter].

## RETM (Retirement Data Base)

RETM is an option on the Payroll/Personnel Data Base Menu (**Figure 12**). This option is used to create reports on retired Federal employees.

To select this option, key in **16** at the Enter Selection Number prompt. Press [Enter].

The RETM Data Base Selection Screen (**Figure 26**) is displayed.

Complete the fields as described:

**1** **Department Code** (optional, alphanumeric field; 2 positions). Key in your department code.

**2** **Agency** (optional, alphanumeric field; 2 positions). Key in your agency code.

**3** **Submitting Office** (optional, numeric field; 4 positions). Key in your submitting office number. Press [Enter].

```
FOCUS REPORTING SYSTEM      PF5=HELP      PF4=QUIT      PF6=EXIT FOCUS

RETM DATA BASE
SELECTION SCREEN

ENTER VALUES FOR THE FOLLOWING FIELDS.

DEPARTMENT CODE. . . . : 1
AGENCY . . . . . : 2
SUBMITTING OFFICE. . . . : 3
```

Figure 26. RETM Data Base Selection Screen

# Systems Access Manual

## Report Generator Systems

### FOCUS Reporting System

#### Special Payroll Processing System (SPPS)

SPPS is an option on the Payroll/Personnel Data Base Menu (**Figure 12**). This option is used to create reports on payroll electronic transactions.

To select this option, key in **17** at the Enter Selection Number prompt. Press [Enter].

The SPPS Data Base Selection Screen (**Figure 27**) is displayed.

Complete the fields as described:

- 1** **Department Code** (*optional, alphanumeric field; 2 positions*). Key in your department code.
- 2** **Servicing Agency** (*optional, alphanumeric field; 2 positions*). Key in your servicing agency code.
- 3** **Employing Office** (*optional, numeric field; 4 positions*). Key in your employing office number.
- 4** **Agency** (*optional, alphanumeric field; 2 positions*). Key in your agency code. Press [Enter].

#### MANLOG

MANLOG is an option on the Payroll/Personnel Data Base Menu (**Figure 12**). This option is used to create reports on manually processed payroll/personnel payments.

To select this option, key in **18** at the Enter Selection Number prompt. Press [Enter].

The MANLOG Data Base screen (**Figure 28**) is displayed.

Complete the fields as described:

- 1** **Department Code** (*optional, alphanumeric field; 2 positions*). Key in your department code.
- 2** **Agency** (*optional, alphanumeric field; 2 positions*). Key in your agency code.
- 3** **Submitting Office** (*optional, numeric field; 4 positions*). Key in your submitting office number. Press [Enter].

**Figure 27. SPPS Data Base Selection Screen**

**Figure 28. MANLOG Data Base Screen**

## Financial Information Systems

Financial Information Systems is Option 2 on the Main Data Base Menu (Figure 11). This option is used to create reports from the financial information database systems.

To select this option, key in 2 at the Enter Selection Number prompt. Press [Enter].

The Financial Information Systems Menu (Figure 29) is displayed.

Financial Information Systems Menu provides 9 options that are available for financial information system reports. **Note:** Depending on an individual's access authority, all options may not be displayed on the menu. The menu options are briefly described below:

**1. Central Accounting Systems.** Provides a menu of 8 options for reports from the central accounting systems.

**2. FAADS (Federal Assistance Award Data System).** Provides reports from the FAADS system for domestic financial assistance programs of the Federal Government by either the department code, servicing agency code, agency code, or state code.

**3. MASC (Management Accounting Structure Codes).** Provides reports from the MASC tables.

**4. PLAN.** Provides a menu of 10 PLAN documents for reports from the Budget and Operating Plans system.

**5. BLCO (Billings & Collections System).** Provides reports from the BLCO system for billings on inspection services and processed collections by either the department, agency, division, or office.

**6. ABCO.** Provides reports from the ABCO system for billing and collecting debts from Federal employees, other individuals, or vendors having outstanding debts with the Government by either the department code or agency code.

**7. SCAP.** Provides reports from the standard chart of accounts processed by either the department code, servicing agency, agency, or accounting station.

**8. DPRS.** Provides reports from the direct premium remittance system that collects premiums from individuals who are not Federal employees but are eligible to participate in the Federal Employees Health Benefits Program (FEHBP).

**10. DFIS.** Provides reports from the departmentwide financial information system that supplies the specific current data essential for generating external reports by either the report number, sub report number, sort sequence number, or DFIS key.

```
FOCUS REPORTING SYSTEM      PF5=HELP PF4=MAIN MENU PF9=SUBMIT PF6=EXIT FOCUS

                               FINANCIAL INFORMATION SYSTEMS MENU

1    CENTRAL ACCOUNTING SYSTEMS
2    FAADS (FEDERAL ASSISTANCE AWARD DATA SYSTEM)
3    MASC (MANAGEMENT ACCOUNTING STRUCTURE CODES)
4    PLAN
5    BLCO (BILLINGS & COLLECTION SYSTEMS)
6    ABCO
7    SCAP
8    DPRS
10   DFIS

                               ENTER SELECTION NUMBER
```

Figure 29. Financial Information Systems Menu

## Central Accounting Systems

Central Accounting Systems is an option on the Financial Information Systems Menu (Figure 29). This option is used to create reports from the financial information database systems on central accounting system data.

To select this option, key in **1** at the Enter Selection Number prompt. Press [Enter].

The Central Accounting System menu (Figure 30) is displayed with 8 options to select. Key in your selection at the Enter Selection Number prompt. Press [Enter].

**Note:** After your selection, the screens that are displayed may require specific data. Follow the instructions on the screen for completing the required **or** optional fields. Press [Enter].

**Note:** Options 4, 5, 6, 7, and 8 are exclusively **FS** related data. These options are authorized to be used by FS personnel or NFC personnel **only**.

*CADI (Master Records)* (Central Accounting Data Base Inquiry) is Option 1 on the Central Accounting Systems menu. This option is used for reports on the CADI system. To select this option, key in **1** at the Enter Selection Number prompt. Press [Enter].

*CADP (Detail Transactions)* (Central Accounting Detail Transaction Process CADI-3) is Option 2 on the Central Accounting Systems menu. This option is used for reports on CADP. To select this option, key in **2** at the Enter Selection Number prompt. Press [Enter].

*CAOH (Overhead Records)* (Central Accounting Overhead Records) is Option 3 on the Central Accounting Systems menu. This option is used for reports on CAOH records. To select this option, key in **3** at the Enter Selection Number prompt. Press [Enter].

*CADI4 (FS Analysis Data)* (Central Accounting Data Base Inquiry 4 FS Analysis Data) Option 4 on the Central Accounting Systems menu. This option is used by **FS only**. To select this option, key in **4** at the Enter Selection Number prompt. Press [Enter].

*TPIR (FS Timber Sales)* (Timber Sale Program Information Reporting System) is Option 5 on the Central Accounting Systems menu. This option is used by **FS only**. To select this option, key in **5** at the Enter Selection Number prompt. Press [Enter].

*CADIFIRE (FS Analysis Data)* (Central Accounting Data Base Inquiry Fire) is Option 6 on the Central Accounting Systems menu. This option is used by **FS only**. To select this option, key in **6** at the Enter Selection Number prompt. Press [Enter].

*CASF (DB Status Of Funds)* (Central Accounting Status Of Funds) is Option 7 on the Central Accounting Systems menu. This option is used by **FS only**. To select this option, key in **7** at the Enter Selection Number prompt. Press [Enter].

*CADI4Y95 (FS FY 95 Analysis Data)* (Central Accounting Data Base 4 For Year 95) is Option 8 on the Central Accounting Systems menu. This option is used by **FS only**. To select this option, key in **8** at the Enter Selection Number prompt. Press [Enter].

```

FOCUS REPORTING SYSTEM      PF5=HELP PF4=MAIN MENU PF9=SUBMIT PF6=EXIT FOCUS

                                CENTRAL ACCOUNTING SYSTEMS

1      CADI (MASTER RECORDS)
2      CADP (DETAIL TRANSACTIONS)
3      CAOH (OVERHEAD RECORDS)
4      CADI4 (FS ANALYSIS DATA)
5      TPIR (FS TIMBER SALES)
6      CADIFIRE (FS ANALYSIS DATA)
7      CASF (DB STATUS OF FUNDS)
8      CADI4Y95 (FS FY 95 ANALYSIS DATA)

                                ENTER SELECTION NUMBER
  
```

Figure 30. Central Accounting Systems Menu

### FAADS (Federal Assistance Award Data System)

FAADS is an option on the Financial Information Systems Menu (**Figure 29**). This option is used to create reports on Federally assisted awards.

To select this option, key in **2** at the Enter Selection Number prompt. Press [Enter].

The FAADS Department, Servicing Agency, and Agency Code Selection screen (**Figure 31**) is displayed.

Complete the fields as described:

**1** **Department Code** (*optional, alphanumeric field; 2 positions*). Key in your department code.

**2** **Servicing Agency Code** (*optional, alphanumeric field; 2 positions*). Key in your servicing agency code.

**3** **Agency Code** (*optional, alphanumeric field; 2 positions*). Key in your agency code.

**4** **State Code** (*optional, numeric field; 2 positions*). Key in your state code. Press [Enter].

### MASC (Management Accounting Structure Codes)

MASC is an option on the Financial Information Systems Menu (**Figure 29**). This option is used to create reports on management accounting codes.

To select this option, key in **3** at the Enter Selection Number prompt. Press [Enter].

The MASC Data Base table file screen (**Figure 32**) is displayed.

Key in your request at the **>** prompt, e.g., **ED** to activate Editor (ISPF=2), **EX** to execute a FOCEXEC online, or **HELP FOCUSRPT** for a listing of FOCUSRPT commands. Press [Enter].

```
FOCUS REPORTING SYSTEM      PF5=HELP      PF4=QUIT      PF6=EXIT FOCUS

                                FAADS
DEPARTMENT, SERVICING AGENCY AND AGENCY CODE SELECTION

ENTER VALUES FOR THE FOLLOWING FIELDS.

DEPARTMENT CODE. . . . . : 1
SERVICING AGENCY CODE. . : 2
AGENCY CODE. . . . . : 3
STATE CODE . . . . . : 4
```

Figure 31. FAADS Department, Servicing Agency And Agency Code Selection Screen

```
DATE: XX/XX/XX      FOCUS REPORTING SYSTEM      LOGON TIME: 09.56.21

                                MASC DATA BASE

                                TABLE FILE NAME IS

MASCNOAP OR MASCMANG OR MASCFMHA OR MASCNEW OR MASCAPRN OR
MASCTB17 OR MASCTB53 OR MASCTB54 OR MASCTB72 OR MASCTB39 OR
MASCTB45 OR MASCTB31

WAIT FOR A '>' TO APPEAR THEN ENTER YOUR REQUEST

TYPE HELP FOR INFORMATION ON FOCUS COMMANDS

>
```

Figure 32. MASC Data Base Table File Screen

# Systems Access Manual

## Report Generator Systems

### FOCUS Reporting System

#### PLAN

PLAN is an option on the Financial Information Systems Menu (**Figure 29**). This option is used to create reports on PLAN documents.

To select this option, key in **4** at the Enter Selection Number prompt. Press [Enter].

The PLAN Data Base Menu (**Figure 33**) is displayed with 10 options. Key in your selection at the Enter Desired Selection prompt. Press [Enter].

**Note:** After your selection, the screens that are displayed may require specific data. Follow the instructions on the screen for completing the required **or** optional data fields. Press [Enter].

*SF-1151, Non-Expenditure Transfer Authorization* is Option 1 on the PLAN Data Base Menu. This option is used for reports on SF-1151 initial authorized documents. To select this option, key in **1** at the Enter Desired Selection prompt. Press [Enter].

*OMF-35, Advice Of Financial Action* is Option 2 on the PLAN Data Base Menu. This option is used for reports on OMF-35 financial action documents. To select this option, key in **2** at the Enter Desired Selection prompt. Press [Enter].

*AD-706, Statement Of Estimated Reimbursements Or Receipts* is Option 3 on the PLAN Data Base Menu. This option is used for reports on AD-706 estimated reimbursements or receipts documents. To select this option, key in **3** at the Enter Desired Selection prompt. Press [Enter].

*SF-132, Apportionment And Reapportionment* is Option 4 on the PLAN Data Base Menu. This option is

used for reports on SF-132 apportionment and reapportionment documents. To select this option, key in **4** at the Enter Desired Selection prompt. Press [Enter].

*AD-704, Allotment Advice* is Option 5 on the PLAN Data Base Menu. This option is used for reports on AD-704 allotment advice documents. To select this option, key in **5** at the Enter Desired Selection prompt. Press [Enter].

*AD-705, Advice Of Allotment Of Funds* is Option 6 on the PLAN Data Base Menu. This option is used for reports on AD-705 advice of allotment of funds documents. To select this option, key in **6** at the Enter Desired Selection prompt. Press [Enter].

*AD-703, Operation PLAN* is Option 7 on the PLAN Data Base Menu. This option is used for reports on AD-703 operation PLAN documents. To select this option, key in **7** at the Enter Desired Selection prompt. Press [Enter].

*FS-6500-43, Allocation And Obligation Authorization Advice* is Option 8 on the PLAN Data Base Menu. This option is used by FS **only**. To select this option, key in **8** at the Enter Desired Selection prompt. Press [Enter].

*AD-739, Allocation Of Funds* is Option 9 on the PLAN Data Base Menu. This option is used by FS **only**. To select this option, key in **9** at the Enter Desired Selection prompt. Press [Enter].

*ARS-437, Annual Resource Management PLAN* is Option 10 on the PLAN Data Base Menu. This option is used by ARS **only**. To select this option, key in **10** at the Enter Desired Selection prompt. Press [Enter].

```

FOCUS REPORTING SYSTEM      PF5=HELP      PF4=QUIT      PF6=EXIT FOCUS

PLAN DATA BASE MENU

SELECT THE DOCUMENT TYPE YOU WANT TO ACCESS.
1  SF01151  NONEXPENDITURE TRANSFER AUTHORIZATION
2  OMF035   ADVICE OF FINANCIAL ACTION
3  AD0706   STATEMENT OF ESTIMATED REIMBURSEMENTS OR RECEIPTS
4  SF0132   APPORTIONMENT AND REAPPORTIONMENT
5  AD0704   ALLOTMENT ADVICE
6  AD0705   ADVICE OF ALLOTMENT OF FUNDS
7  AD0703   OPERATION PLAN
8  FS6500043 ALLOCATION AND OBLIGATION AUTHORIZATION ADVICE
9  AD0739   ALLOCATION OF FUNDS
10 ARS0437  ANNUAL RESOURCE MANAGEMENT PLAN

ENTER DESIRED SELECTION
  
```

**Figure 33. PLAN Data Base Menu**

### BLCO (Billings & Collections System)

BLCO is an option on the Financial Information Systems Menu (Figure 29). This option is used to create reports on billings and collections data.

To select this option, key in **5** at the Enter Selection Number prompt. Press [Enter].

The BLCO Department, Agency, Division, and Office Selection screen (Figure 34) is displayed.

Complete the fields as described:

**1** **Department** (optional, alphanumeric field; 2 positions). Key in your department code.

**2** **Agency** (optional, alphanumeric field; 2 positions). Key in your agency code.

**3** **Division** (optional, numeric field; 2 positions). Key in your division.

**4** **Office** (required, numeric field; 4 positions). Key in your office code. Press [Enter].

### ABCO (Administrative Billings & Collections System)

ABCO is an option on the Financial Information Systems Menu (Figure 29). This option is used to create reports on administrative billings and collections data.

To select this option, key in **6** at the Enter Selection Number prompt. Press [Enter].

The ABCO Data Base Organizational Structure Selection screen (Figure 35) is displayed.

Complete the fields as described:

**1** **Department Code** (optional, alphanumeric field; 2 positions). Key in your department code.

**2** **Agency Code** (optional, alphanumeric field; 2 positions). Key in your agency code.

```
FOCUS REPORTING SYSTEM      PF5=HELP      PF4=QUIT      PF6=EXIT FOCUS

                                BLCO
DEPARTMENT, AGENCY, DIVISION AND OFFICE SELECTION

ENTER VALUES FOR THE FOLLOWING FIELDS.

DEPARTMENT . . . . . : 1
AGENCY . . . . . : 2
DIVISION . . . . . : 3
OFFICE . . . . . : 4
```

Figure 34. BLCO Department, Agency, Division, And Office Selection Screen

```
FOCUS REPORTING SYSTEM      PF5=HELP      PF4=QUIT      PF6=EXIT FOCUS

                                ABCO DATA BASE
ORGANIZATIONAL STRUCTURE SELECTION

ENTER THE ORGANIZATIONAL STRUCTURE YOU WANT.
OTHERWISE, PRESS THE ENTER KEY TO ACCESS ALL
RECORDS FOR YOUR ACCESS AUTHORITY.

DEPARTMENT CODE . . . . . : 1
AGENCY CODE . . . . . : 2
```

Figure 35. ABCO Data Base Organizational Structure Selection Screen

# Systems Access Manual

## Report Generator Systems

### FOCUS Reporting System

#### SCAP (Standard Chart of Accounts Process)

SCAP is an option on the Financial Information Systems Menu (**Figure 29**). This option is used to create reports on standard chart of accounts data.

To select this option, key in **7** at the Enter Selection Number prompt. Press [Enter].

The SCAP Data Base Selection Screen (**Figure 36**) is displayed.

Complete the fields as described:

**1** **Department Code** (*optional, alphanumeric field; 2 positions*). Key in your department code.

**2** **Servicing Agency** (*optional, alphanumeric field; 2 positions*). Key in your servicing agency code.

**3** **Agency** (*optional, alphanumeric field; 2 positions*). Key in your agency code.

**4** **Accounting Station** (*optional, numeric field; 4 positions*). Key in your accounting station. Press [Enter].

#### DPRS (Direct Premium Remittance System)

DPRS is an option on the Financial Information Systems Menu (**Figure 29**). This option is used to create reports on remittance of premiums by individuals in the Federal Employees Health Benefits Program (FEHBP).

To select this option, key in **8** at the Enter Selection Number prompt. Press [Enter].

The DPRS Data Base table file screen (**Figure 37**) is displayed.

Key in your request at the **>** prompt, e.g., **ED** to activate Editor (ISPF=2), **EX** to execute a FOCEXEC online, or **HELP FOCUSRPT** for a listing of FOCUSRPT commands. Press [Enter].

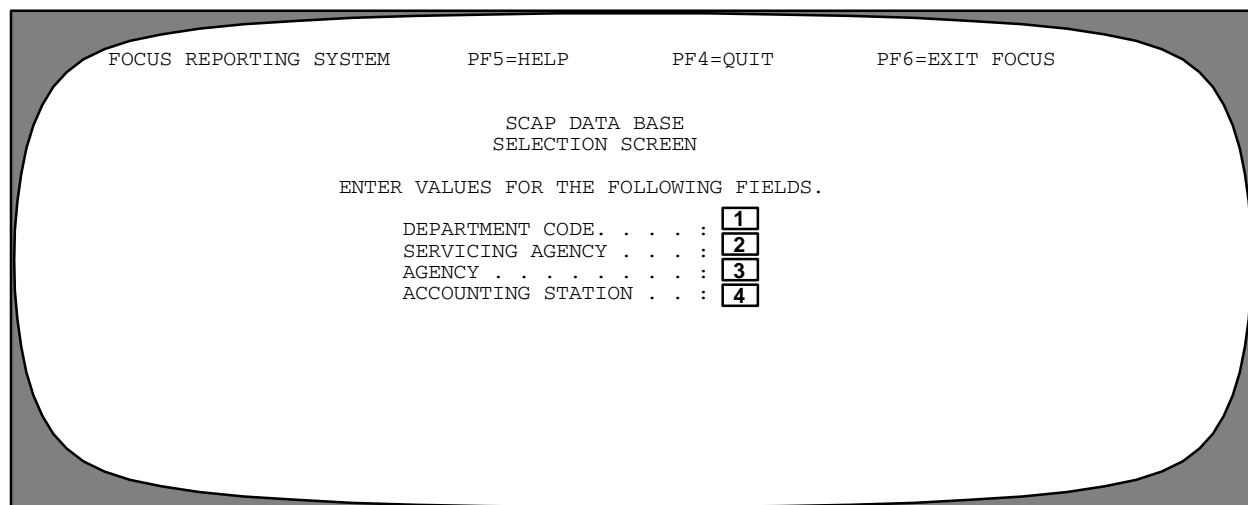


Figure 36 is a screenshot of the SCAP Data Base Selection Screen. At the top, it displays 'FOCUS REPORTING SYSTEM' on the left and 'PF5=HELP', 'PF4=QUIT', and 'PF6=EXIT FOCUS' on the right. The main title is 'SCAP DATA BASE SELECTION SCREEN'. Below this, it says 'ENTER VALUES FOR THE FOLLOWING FIELDS.' followed by a list of fields with corresponding numbered boxes: 'DEPARTMENT CODE . . . : 1', 'SERVICING AGENCY . . . : 2', 'AGENCY . . . . . : 3', and 'ACCOUNTING STATION . . : 4'.

**Figure 36. SCAP Data Base Selection Screen**

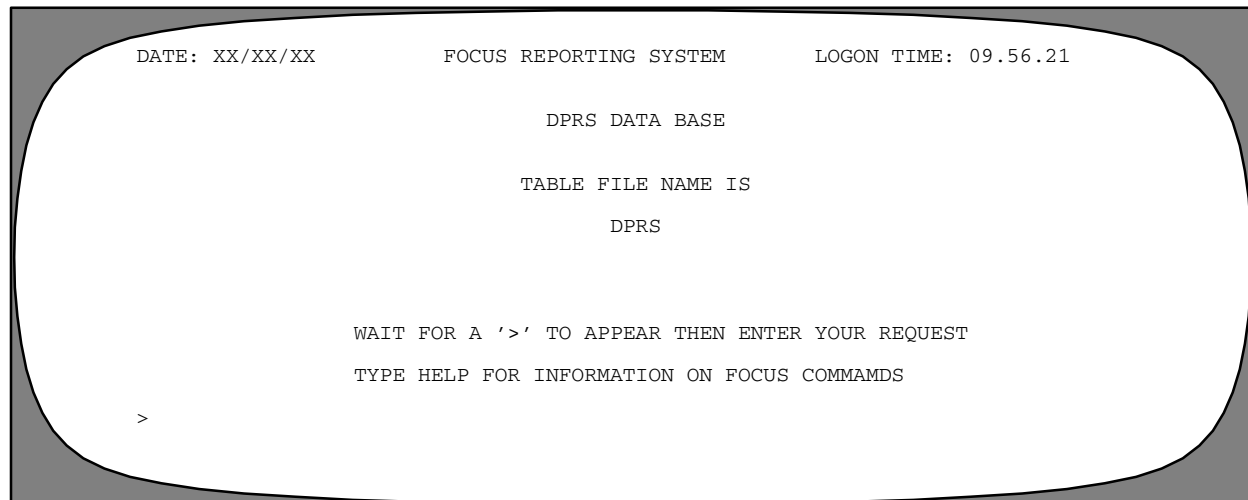


Figure 37 is a screenshot of the DPRS Data Base Table File Screen. At the top, it displays 'DATE: XX/XX/XX' on the left, 'FOCUS REPORTING SYSTEM' in the center, and 'LOGON TIME: 09.56.21' on the right. The main title is 'DPRS DATA BASE'. Below this, it says 'TABLE FILE NAME IS' followed by 'DPRS'. At the bottom, it says 'WAIT FOR A '>' TO APPEAR THEN ENTER YOUR REQUEST' and 'TYPE HELP FOR INFORMATION ON FOCUS COMMAMDS'. A single '>' character is visible on the left side of the screen.

**Figure 37. DPRS Data Base Table File Screen**

**DFIS (Departmentwide Financial Information System)**

DFIS is an option on the Financial Information Systems Menu (**Figure 29**). This option is used to create reports on departmentwide reporting data.

To select this option, key in **10** at the Enter Selection Number prompt. Press [Enter].

The DFIS screen (**Figure 38**) is displayed.

Complete the fields as described:

**1 Report Number** (*optional, numeric field; 1 position*). Key in the report number.

**2 Sub Report Number** (*optional, numeric field; 1 position*). Key in the sub report number.

**3 Sort Sequence Number** (*optional, numeric field; 1 position*). Key in the sort sequence number.

**4 DFIS Key** (*optional, numeric field; max. of 32 positions*). Key in the DFIS key number. Press [Enter].

DATE: XX/XX/XX                      FOCUS REPORTING SYSTEM                      LOGON TIME: 13.18.41

DFIS

ENTER VALUES FOR THE FOLLOWING FIELDS

REPORT NUMBER. . . . .	:	<b>1</b>
SUB REPORT NUMBER. . . . .	:	<b>2</b>
SORT SEQUENCE NUMBER . . . . .	:	<b>3</b>
DFIS KEY. . . . .	:	<b>4</b>

**Figure 38. DFIS Screen**

## Property Management Information Systems (PMIS)

PMIS is Option 3 on the Main Data Base Menu (**Figure 11**). This option is used to create reports from PMIS database on property management data.

To select this option, key in 3 at the Enter Selection Number prompt. Press [Enter].

The Property Management Information Systems Menu (**Figure 39**) is displayed.

Property Management Information Systems Menu provides 4 options available for reports. **Note:** Depending on an individual's access authority, all options may not be displayed on the menu. The menu options are briefly described below:

**1. Personal Property (PROP).** Provides reports from the property database submenu. The submenu options

are (1) Property Management Officer (PMO) Control, (2) Accountable Officer (AO) Control, (3) Custodian (CUST) Control, (4) Federal Supply Classification Codes (FSC) Control, (5) Organizational Structure, (6) Excess, (7) GSA, (9) Feeder Master.

**2. Supply Property Inventory (SPIN).** Provides reports from the SPIN system which inventories and manages personal property by your organizational ID. **Note:** Agencies are restricted to access **only** data from their master files.

**3. Equipment Management Information System (EMIS).** Provides reports from the EMIS system which is the mechanism for assisting agencies with fleet management activities, including automated tracking of equipment and/or motorized vehicles.

**4. Property Education.** Provides reports from the Department of Education (Ed only) personal property master files.

```
FOCUS REPORTING SYSTEM      PF5=HELP PF4=MAIN MENU PF9=SUBMIT PF6=EXIT FOCUS

PROPERTY MANAGEMENT INFORMATION SYSTEMS MENU

1      PERSONAL PROPERTY
2      SUPPLY PROPERTY INVENTORY
3      EQUIPMENT MANAGEMENT INFORMATION SYSTEM
4      PROPERTY EDUCATION

ENTER SELECTION NUMBER
```

**Figure 39. Property Management Information Systems Menu**

### Personal Property (PROP)

PROP is an option on the Property Management Information Systems Menu (**Figure 39**). This option is used to create reports from the PMIS database on PROP data.

To select this option, key in **1** at the Enter Selection Number prompt. Press [Enter].

The Property Data Base menu (**Figure 40**) is displayed with 8 options to select.

*PMO Control* (Property Management Officer) is Option 1 on the Property Data Base menu. This option is used for reports on PMO control. To select this option, key in **1** at the Enter Desired Selection prompt. Press [Enter].

*AO Control* (Accountable Officer) is Option 2 on the Property Data Base menu. This option is used for reports on AO control. To select this option, key in **2** at the Enter Desired Selection prompt. Press [Enter].

*Cust Control* (Custodian) is Option 3 on the Property Data Base menu. This option is used for reports on CUST control. To select this option, key in **3** at the Enter Desired Selection prompt. Press [Enter].

*FSC Control* (Federal Supply Classification Code) is Option 4 on the Property Data Base menu. This option is used for reports on FSC control. To select this option, key in **4** at the Enter Desired Selection prompt. Press [Enter].

*Organizational Structure* is Option 5 on the Property Data Base menu. This option is used for reports on Organizational Structure. To select this option, key in **5** at the Enter Desired Selection prompt. Press [Enter].

*Excess* (Excess Property) is Option 6 on the Property Data Base menu. This option is used for reports on Excess. To select this option, key in **6** at the Enter Desired Selection prompt. Press [Enter].

*GSA* (General Services Administration) is Option 7 on the Property Data Base menu. This option is used for reports on GSA activities. To select this option, key in **7** at the Enter Desired Selection prompt. Press [Enter].

*Feeder Master* is Option 9 on the Property Data Base menu. This option is used for reports on Feeder Masters records. To select this option, key in **9** at the Enter Desired Selection prompt. Press [Enter].

**Note:** After your selection, an organizational structure screen is displayed by department code, agency code, or fund code.

```

FOCUS REPORTING SYSTEM      PF5=HELP      PF4=QUIT      PF6=EXIT FOCUS

PROPERTY DATA BASE

SELECT YOUR DESIRED ACCESS METHOD.
1  PMO CONTROL
2  AO CONTROL
3  CUST CONTROL
4  FSC CONTROL
5  ORGANIZATIONAL STRUCTURE
6  EXCESS
7  GSA
9  FEEDER MASTER

ENTER DESIRED SELECTION
  
```

**Figure 40. Property Data Base Menu**

## Systems Access Manual Report Generator Systems FOCUS Reporting System

### Supply Property Inventory (SPIN)

SPIN is an option on the Property Management Information Systems Menu (**Figure 39**). This option is used to create reports on SPIN data.

To select this option, key in **2** at the Enter Selection Number prompt. Press [Enter].

The SPIN Organizational Identifier Office Selection screen (**Figure 41**) is displayed.

Complete the field as described:

**1** **Organizational ID** (*optional, numeric field; 5 positions*). Key in the SPIN organizational identifier number. Press [Enter].

### Equipment Management Information System (EMIS)

EMIS is an option on the Property Management Information Systems Menu (**Figure 39**). This option is used to create reports from the PMIS database on EMIS data.

To select this option, key in **3** at the Enter Selection Number prompt. Press [Enter].

The EMIS Data Base table file screen (**Figure 42**) is displayed.

Key in your request at the > prompt, e.g., **ED** to activate Editor (ISPF=2), **EX** to execute a FOCEXEC online, or **HELP FOCUSRPT** for a listing of FOCUSRPT commands. Press [Enter].

```
FOCUS REPORTING SYSTEM      PF5=HELP      PF4=QUIT      PF6=EXIT FOCUS

                        SPIN
ORGANIZATIONAL IDENTIFIER OFFICE SELECTION

ENTER YOUR ORGANIZATIONAL IDENTIFIER.

ORGANIZATIONAL ID. . . : 1
```

Figure 41. SPIN Organizational Identifier Office Selection Screen

```
DATE: XX/XX/XX      FOCUS REPORTING SYSTEM      LOGON TIME: 08.07.49

                        EMIS DATA BASE
                        -----
                        TABLE FILE NAMES ARE

                                EMIS
                                AND
                                EMIS2

NOTE: YEAR-TO-DATE FILES ARE AVAILABLE VIA BATCHFOC

WAIT FOR A '>' TO APPEAR THEN ENTER YOUR REQUEST

DON'T FORGET TO SCREEN ON AGENCY_KEY
(EG. IF AGENCY_KEY EQ 11$*)

TYPE HELP FOR INFORMATION ON FOCUS COMMAMDS

>
```

Figure 42. EMIS Data Base Table File Screen

### Property Education (PROPED)

PROPED is an option on the Property Management Information Systems Menu (**Figure 39**). This option is used to create reports on PROPED data.

To select this option, key in **4** at the Enter Selection Number prompt. Press [Enter].

The PROPED Data Base table file screen (**Figure 43**) is displayed.

Key in your request at the > prompt, e.g., **ED** to activate Editor (ISPF=2), **EX** to execute a FOCEXEC online, or **HELP FOCUSRPT** for a listing of FOCUSRPT commands. Press [Enter].

```
DATE: XX/XX/XX          FOCUS REPORTING SYSTEM          LOGON TIME: 08.07.49
                           PROPED DATA BASE

                           TABLE FILE NAME IS
                           PROPED

                           WAIT FOR A '>' TO APPEAR THEN ENTER YOUR REQUEST
                           TYPE HELP FOR INFORMATION ON FOCUS COMMAMDS

>
```

**Figure 43. PROPED Data Base Table File Screen**

## Administrative Information Systems

Administrative Information Systems is Option 4 on the Main Data Base Menu (**Figure 11**). This option is used to create reports from the administrative information database on the payment processing systems.

To select this option, key in **4** at the Enter Selection Number prompt. Press [Enter].

The Administrative Information System Menu (**Figure 44**) is displayed.

Administrative Information Systems Menu provides 6 options that are available for administrative information systems reports. **Note:** Depending on an individual's access authority, all options may not be displayed on the menu. The menu options are briefly described below:

**1. Travel.** Provides the reports by originating office or employee from the travel database.

- The originating office provides reports by organizational structure of the sending department, sending servicing agency, sending agency, or sending office number.
- The employee provides reports by organizational structure of the department code, servicing agency, agency, organizational levels 2, 3, 4, 5, and 6.

- The employee provides reports by organizational structure of the department code, servicing

**2. Transportation.** Provides reports from the transportation system for common carrier transportation services provided by vendors and payments for commercial bills of lading.

**3. PRCH (Purchase Orders).** Provides reports from the PRCH system for processing payments on purchases, vendor payments, billings from the OPAC system, and voucher transfers between appropriations and/or funds.

**4. FPDS (Federal Procurement Data System) (SF279).** Provides reports from the FPDS SF279 which collects, processes, and disperses official statistical data on Federal contracting.

**5. CETR (Casual Employees Time Reports).** Provides reports from the CETR system which processes payments for casual employment to combat forest fires for the Forest Service.

**6. PATS (Planning And Tracking System) (PATSSPRJ (Special Projects)).** Provides reports from the PATSSPRJ which tracks employee's time for projects that have been previously set-up in PATS.

```
FOCUS REPORTING SYSTEM      PF5=HELP PF4=MAIN MENU PF9=SUBMIT PF6=EXIT FOCUS

ADMINISTRATIVE INFORMATION SYSTEMS MENU

1      TRAVEL
2      TRANSPORTATION
3      PRCH
4      FPDS (SF279)
5      CETR
6      PATS (PATSSPRJ)

ENTER SELECTION NUMBER
```

**Figure 44. Administrative Information Systems Menu**

## Travel

Travel is an option on the Administrative Information Systems Menu . This option is used to create reports on processing travel payment data.

To select this option, key in **1** at the Enter Selection Number prompt. Press [Enter].

The Travel Data Base menu (**Figure 45**) is displayed.

*Originating Office* is Option 1 on the Travel Data Base menu. This option is used for reports on the Originating Office travel. To select this option, key in **1** at the Enter Desired Selection prompt. Press [Enter].

*Employee* is Option 2 on the Travel Data Base menu. This option is used for reports on Employee travel. To select this option, key in **2** at the Enter Desired Selection prompt. Press [Enter].

**Note:** After your selection, an organizational structure screen is displayed by the sending department **or** organizational structure by department code, agency code, or organizational levels codes 2, 3, 4, 5, and 6.

## Transportation (TRAN)

TRAN is an option on the Administrative Information Systems Menu (**Figure 44**). This option is used to create reports on TRAN payment data.

To select this option, key in **2** at the Enter Selection Number prompt. Press [Enter].

The TRAN Data Base table file screen (**Figure 46**) is displayed.

Key in your request at the > prompt, e.g., **ED** to activate Editor (ISPF=2), **EX** to execute a FOCEXEC online, or **HELP FOCUSRPT** for a listing of FOCUSRPT commands. Press [Enter].

```

FOCUS REPORTING SYSTEM      PF5=HELP      PF4=QUIT      PF6=EXIT FOCUS

                                TRAVEL DATA BASE

                                SELECT YOUR DESIRED ACCESS METHOD.
                                  1  ORIGINATING OFFICE
                                  2  EMPLOYEE

                                ENTER DESIRED SELECTION
  
```

**Figure 45. Travel Data Base Menu**

```

DATE: XX/XX/XX      FOCUS REPORTING SYSTEM      LOGON TIME: 08.07.49

                                TRAN DATA BASE

                                TABLE FILE NAME IS:

                                  TRANGTR
                                  OR
                                  TRANGBL

                                TYPE HELP FOR INFORMATION ON FOCUS COMMAMDS
                                WAIT FOR A '>' TO APPEAR THEN ENTER YOUR REQUEST

                                >
  
```

**Figure 46. TRAN Data Base Table File Screen**

## Systems Access Manual

### Report Generator Systems

### FOCUS Reporting System

#### Purchase Order (PRCH)

PRCH is an option on the Administrative Information Systems Menu (**Figure 44**). This option is used to create reports on PRCH payment data.

To select this option, key in **3** at the Enter Selection Number prompt. Press [Enter].

The PRCH Data Base table file screen (**Figure 47**) is displayed.

Key in your request at the > prompt, e.g., **ED** to activate Editor (ISPF=2), **EX** to execute a FOCEXEC online, or **HELP FOCUSRPT** for a listing of FOCUSRPT commands. Press [Enter].

#### Federal Procurement Data System (FPDS SF279)

FPDS (SF279) is an option on the Administrative Information Systems Menu (**Figure 44**). This option is used to create reports on FPDS (SF279) payment data.

To select this option, key in **4** at the Enter Selection Number prompt. Press [Enter].

The SF279 Data Base table file screen (**Figure 48**) is displayed.

Key in your request at the > prompt, e.g., **ED** to activate Editor (ISPF=2), **EX** to execute a FOCEXEC online, or **HELP FOCUSRPT** for a listing of FOCUSRPT commands. Press [Enter].

```
DATE: XX/XX/XX          FOCUS REPORTING SYSTEM          LOGON TIME: 08.07.49

                          PRCH DATA BASE

                          TABLE FILE NAME IS:

                          PRCHOBLG
                          OR
                          PRCHPAY

                          TYPE HELP FOR INFORMATION ON FOCUS COMMAMDS
                          WAIT FOR A '>' TO APPEAR THEN ENTER YOUR REQUEST

>
```

Figure 47. PRCH Data Base Table File Screen

```
DATE: XX/XX/XX          FOCUS REPORTING SYSTEM          LOGON TIME: 08.07.49

                          SF279 DATA BASE

                          TABLE FILE NAMES ARE

                          FPDS
                          AAAPS
                          OSDBU
                          OSDBUPSC
                          OSDBUSIC

                          WAIT FOR A '>' TO APPEAR THEN ENTER YOUR REQUEST
                          DON'T FORGET TO INCLUDE ORG_LEVEL IN YOUR REQUEST
                          TYPE HELP FOR INFORMATION ON FOCUS COMMAMDS

>
```

Figure 48. SF279 Data Base Table File Screen

### **CETR (Casual Employees Time Reports)**

CETR system is an option on the Administrative Information Systems Menu (**Figure 44**). This option is used to create reports on CETR payment data.

To select this option, key in **5** at the Enter Selection Number prompt. Press [Enter].

The CETR Data Base table file screen (**Figure 49**) is displayed.

Key in your request at the **>** prompt, e.g., **ED** to activate Editor (ISPF=2), **EX** to execute a FOCEXEC online, or **HELP FOCUSRPT** for a listing of FOCUSRPT commands. Press [Enter].

### **PATS (Planning And Tracking System)**

PATS (PATSSPRJ Special Projects)) is an option on the Administrative Information Systems Menu (**Figure 44**). This option is used to create reports on PATSSPRJ data.

To select this option, key in **6** at the Enter Selection Number prompt. Press [Enter].

The Planning And Tracking System (PATS) Data Base screen (**Figure 50**) is displayed.

Key in your request at the **>** prompt, e.g., **ED** to activate Editor (ISPF=2), **EX** to execute a FOCEXEC online, or **HELP FOCUSRPT** for a listing of FOCUSRPT commands. Press [Enter].

```
DATE: XX/XX/XX          FOCUS REPORTING SYSTEM          LOGON TIME: 08.07.49

                          CETR DATA BASE

                          TABLE FILE NAMES ARE:

                          CETRADO, CETRPLAN, AND CETRPAY

                          TYPE HELP FOR INFORMATION ON FOCUS COMMAMDS

                          WAIT FOR A '>' TO APPEAR THEN ENTER YOUR REQUEST

>
```

**Figure 49. CETR Data Base Table File Screen**

```
DATE: XX/XX/XX          FOCUS REPORTING SYSTEM          LOGON TIME: 08.07.49

                          PLANNING AND TRACKING SYSTEM (PATS) DATA BASE

                          TABLE FILE NAME IS

                          PATSSPRJ    SUPER PROJECTS

                          WAIT FOR A '>' TO APPEAR THEN ENTER YOUR REQUEST

                          TYPE HELP TO GET INFORMATION ON FOCUS COMMANDS

>
```

**Figure 50. Planning And Tracking System (PATS) Data Base Screen**

## Systems Access Manual Report Generator Systems FOCUS Reporting System

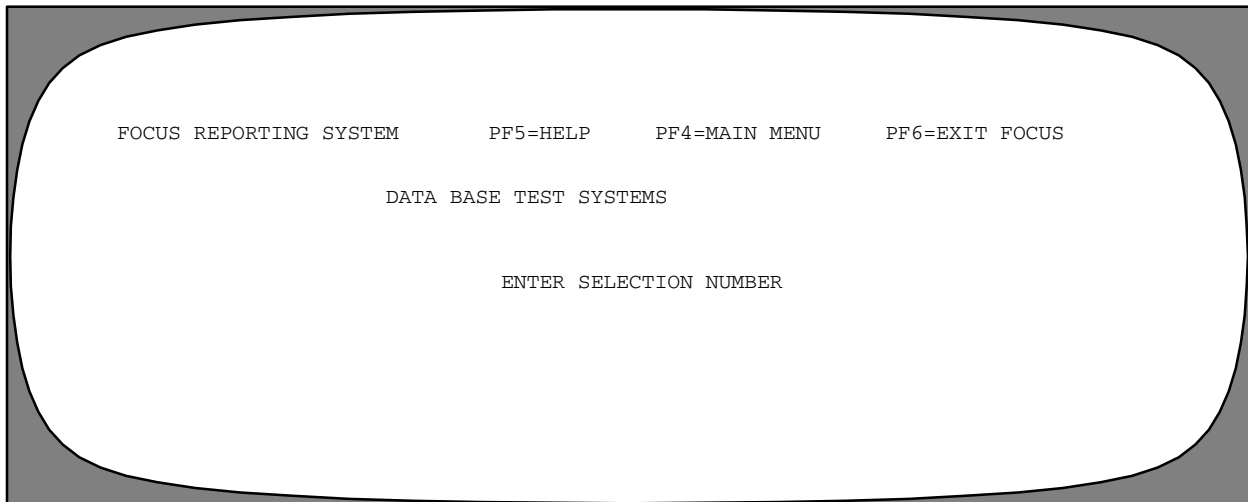
### Data Base Test Systems

Data Base Test Systems is Option 5 on the Main Data Base Menu (**Figure 11**). This option is used for systems that are in the testing status or conversions for specific agencies entering the NFC systems.

To select this option, key in **5** at the Enter Selection Number Prompt. Press [Enter].

The Data Base Test Systems screen (**Figure 51**) is displayed.

**Note:** The Data Base Test Systems menu varies from time to time depending on which systems are being tested for a specific agency.



**Figure 51. Data Base Test Systems Screen**

## TMGT (Table Management System)

TMGT is Option 6 on the Main Data Base Menu (**Figure 11**). This option is used to create reports from TMGT data.

To select this option, key in **6** at the Enter Selection Number prompt. Press [Enter].

The Tables Data Base screen (**Figure 52**) is displayed.

TMGT provides reports on active, deleted, and history table records. TMGT also provides direct access to table records containing selected data elements by agency or bureau codes, addresses, etc., from pay-

roll/personnel, financial, and administrative systems. Key data elements are identified with an asterisk (\*) and are used to access table records. The number of data elements in a record and the table record format are based on the requirements for the specified table.

Selected data elements in some tables are validated against other tables within TMGT. Therefore, before processing an update or delete, the user must verify that the data elements are contained in the applicable tables.

Key in your request at the > prompt, e.g., **ED** to activate Editor (ISPF=2), **EX** to execute a FOCEXEC online, or **HELP FOCUSRPT** for a listing of FOCUSRPT commands. Press [Enter].

```
DATE: XX/XX/XX          FOCUS REPORTING SYSTEM          LOGON TIME: 10.08.13

TABLES DATA BASE

TABLE FILE NAME IS

TABLEXX

WHERE XX IS THE TABLE NUMBER

EXAMPLE FOR TABLE 1 ENTER TABLE1

TO SEE A LIST OF TABLES ENTER HELP TABLES

WAIT FOR A '>' TO APPEAR THEN ENTER YOUR REQUEST

TYPE HELP TO GET INFORMATION ON FOCUS COMMANDS

>
```

Figure 52. Tables Data Base Table File Screen

## Systems Access Manual

### Report Generator Systems

### FOCUS Reporting System

#### Development Systems (NFC Only)

Development Systems (**NFC Only**) is Option 7 on the Main Data Base Menu (**Figure 11**). This option is used to create reports from the different systems that are in development or redesign **for NFC only**.

To select this option, key in 7 at the Enter Selection Number prompt. Press [Enter].

The Development/NFC System Menu (**Figure 53**) is displayed.

Development/NFC Systems Menu provides 17 system options that are available for reports on the NFC internal systems. **Note:** Depending on an individual's access authority, all options may not be displayed on the menu. The menu options are briefly described below:

**1. OTRS (OPAC Tracking System).** Provides statistical about the Online Payment And Collection System (OPAC) system that tracks all OPAC charges for various NFC systems used by participating agencies. The charges are processed by NFC for each agency and reflected in the agency's reporting and the U.S. Department of the Treasury's reporting.

**2. PATS (Planning And Tracking System).** Provides reports from PATS. PATS provides the NFC management with information on the status and scheduling of projects and the staffing resources used in a project's development.

**3. Travel Suspense.** Provides reports from the NFC travel suspense system that lists the travel documents that are in suspense.

**4. Trouble Ticket Tracking (Information Center).** Provides reports from the Trouble Ticket Tracking system on Help Desk call from agency representatives having trouble with system access and navigating through the various systems.

**5. SF52 Tracking (HRMO).** Provides reports from the SF52 tracking system for tracking the progress of SF52 documents.

**6. Inquiry Tracking (ABCO).** Provides reports from the Inquiry Tracking system for ABCO's billing and collecting of debts from Federal employees, individuals, or vendors that are outstanding with the Government.

**7. Host Automated Time System (HATS).** Provides reports from HATS, the automated time clock system that tracks the time employees clock in and out at the work site.

**8. REDS (Reporting External Distribution System).** Provides reports from REDS on name and address files for the distribution of procedures, bulletins, amendments, and revisions.

**9. ACQTRACK Or ACQTRAC1 (FMCO).** Provides reports on ACQTRACK or ACQTRAC1 that documents FMCO information tracking activities.

**10. Change Authorization Tracking System (CATS).** Provides reports on CATS which documents the changes of authorization transactions.

```
FOCUS REPORTING SYSTEM      PF5=HELP PF4=MAIN MENU PF9=SUBMIT PF6=EXIT FOCUS

DEVELOPMENT/NFC SYSTEMS MENU

1  OTRS
2  PATS
3  TRAVEL SUSPENSE
4  TROUBLE TICKET TRACKING (INFO CENTER)
5  SF52 TRACKING (PERSONNEL OFFICE)
7  INQUIRY TRACKING SYSTEM (ABCO)
8  HOST AUTOMATED TIME SYSTEM (HATS)
9  REDS
10 ACQTRACK OR ACQTRAC1 (FMCO)
11 CHANGE AUTHORIZATION TRACKING SYSTEM (CATS)
12 NAME EMPLOYEE
13 DOCUMENT TRACKING SYSTEM (DOTS)
14 SCHEDULING INFORMATION TRACKING SYSTEM (SITS)
15 MISSIONS ASSIGNMENT TRACKING SYSTEM (MATSTRAN)
16 LEAVE DATA TRANSFER SYSTEM (LDTS)
18 IMPREST FUND
19 PERSONNEL HISTORY (PHIS)

ENTER SELECTION NUMBER
```

Figure 53. Development/NFC Systems Menu

**11. Name Employee (NEMP).** Provides reports on NEMP which documents an employee's current and superseded information stored in the database.

**12. Document Tracking System (DOTS).** Provides reports from DOTS on all recorded telephone or written inquiries received at NFC. DOTS also tracks Department of Treasury documents, and monitors all processing steps in the recertification of checks.

**13. Scheduling Information Tracking System (SITS).** Provides reports on SITS which documents scheduling and tracking program run information.

**14. Missions Assignment Tracking System (MATSTRAN).** Provides reports on MATSTRAN which documents mission assignments and tracks the statistical data.

**15. Leave Data Transfer System (LDTS).** Provides reports on LDTS which documents the transfer of leave from prior military, governmental, or Federal service.

**16. Imprest Fund.** Provides reports on imprest fund transactions activities.

**17. Personnel History (PHIS).** Provides reports on PHIS which documents the history files for personnel action(s).

# Systems Access Manual

## Report Generator Systems

### FOCUS Reporting System

#### OTRS (OPAC Tracking System)

OTRS is an option on the Development/NFC Systems Menu (**Figure 53**). This option is used to create reports from OTRS data.

To select this option, key in **1** at the Enter Selection Number prompt. Press [Enter].

The OTRS Data Base screen (**Figure 54**) is displayed.

Key in your request at the > prompt, e.g., **ED** to activate Editor (ISPF=2), **EX** to execute a FOCEXEC online, or **HELP FOCUSRPT** for a listing of FOCUSRPT commands. Press [Enter].

#### PATS (Planning And Tracking System)

PATS is an option on the Development/NFC Systems Menu (**Figure 53**). This option is used to create reports from PATS data.

To select this option, key in **2** at the Enter Selection Number prompt. Press [Enter].

The PATS Division And Branch Selection screen (**Figure 55**) is displayed.

Complete the fields as described:

**1** **Division** (*optional, alphanumeric field; 2 positions*). Key in your division.

**2** **Branch** (*optional, alphanumeric field; 2 positions*). Key in your branch. Press [Enter].

```

DATE: XX/XX/XX          FOCUS REPORTING SYSTEM          LOGON TIME: 13.26.10

                        OTRS DATA BASE
                        -----

                        TABLE FILE NAME IS:

                                OTRS

                        TYPE HELP FOR INFORMATION ON FOCUS COMMANDS
                        ----
                        WAIT FOR A '>' TO APPEAR THEN ENTER YOUR REQUEST

>
  
```

**Figure 54. OTRS Data Base**

```

FOCUS REPORTING SYSTEM    PF5=HELP          PF4=QUIT          PF6=EXIT FOCUS

                        PATS
                        DIVISION AND BRANCH SELECTION

                        ENTER VALUES FOR THE FOLLOWING FIELDS.

DIVISION . . . . . : 1 (2 CHARS)
BRANCH . . . . . : 2 (2 CHARS)
  
```

**Figure 55. PATS Division And Branch Selection Screen**

## Travel Suspense

Travel Suspense is an option on the Development/NFC Systems Menu (**Figure 53**). This option is used to create reports from travel suspense data.

To select this option, key in **3** at the Enter Selection Number prompt. Press [Enter].

The Travel Data Base table file screen (**Figure 56**) is displayed.

Key in your request at the > prompt, e.g., **ED** to activate Editor (ISPF=2), **EX** to execute a FOCEXEC online, or **HELP FOCUSRPT** for a listing of FOCUSRPT commands. Press [Enter].

## Trouble Ticket Tracking (Information Center)

Trouble Ticket Tracking is an option on the Development/NFC Systems Menu (**Figure 53**). This option is used to create reports from the trouble ticket tracking data.

To select this option, key in **4** at the Enter Selection Number prompt. Press [Enter].

The Trouble Ticket Data Base table file screen (**Figure 57**) is displayed.

Key in your request at the > prompt, e.g., **ED** to activate Editor (ISPF=2), **EX** to execute a FOCEXEC online, or **HELP FOCUSRPT** for a listing of FOCUSRPT commands. Press [Enter].

```
DATE: XX/XX/XX          FOCUS REPORTING SYSTEM          LOGON TIME: 10.08.13

                        TRAVEL DATA BASE

                        TABLE FILE NAME IS

                        TRAVSUSP

                        WAIT FOR A '>' TO APPEAR THEN ENTER YOUR REQUEST
                        TYPE HELP FOR INFORMATION ON FOCUS COMMAMDS

>
```

Figure 56. Travel Data Base Table File Screen

```
DATE: XX/XX/XX          FOCUS REPORTING SYSTEM          LOGON TIME: 12.40.36

                        TROUBLE TICKET DATA BASE

                        TABLE FILE NAME IS

                        TROUBLE

NOTE: ONLY ONE LINE OF NOTEPAD INFORMATION IS AVAILABLE
      ONLINE. SUBMIT YOUR FOCEXEC FOR BATCH EXECUTION TO
      SEE ALL OF THE NOTEPAD LINES FOR A SUBJECT.

                        WAIT FOR A '>' TO APPEAR THEN ENTER YOUR REQUEST
                        TYPE HELP FOR INFORMATION ON FOCUS COMMANDS

>
```

Figure 57. Trouble Ticket Data Base Table File Screen

## Systems Access Manual

### Report Generator Systems

#### FOCUS Reporting System

#### SF52 Tracking (Human Resource Management Office)

SF52 Tracking is an option on the Development/NFC Systems Menu (**Figure 53**). This option is used to create reports on the SF52 tracking data for the personnel office.

To select this option, key in **5** at the Enter Selection Number prompt. Press [Enter].

The SF52 Data Base table file screen (**Figure 58**) is displayed.

Key in your request at the > prompt, e.g., **ED** to activate Editor (ISPF=2), **EX** to execute a FOCEXEC online, or **HELP FOCUSRPT** for a listing of FOCUSRPT commands. Press [Enter].

#### Inquiry Tracking System (Administrative Billings & Collections System (ABCO))

Inquiry Tracking System is an option on the Development/NFC Systems Menu (**Figure 53**). This option is used to create reports on the inquiry tracking data for ABCO.

To select this option, key in **7** at the Enter Selection Number prompt. Press [Enter].

The Inquiry Data Base table file screen (**Figure 59**) is displayed.

Key in your request at the > prompt, e.g., **ED** to activate Editor (ISPF=2), **EX** to execute a FOCEXEC online, or **HELP FOCUSRPT** for a listing of FOCUSRPT commands. Press [Enter].

```
DATE: XX/XX/XX          FOCUS REPORTING SYSTEM          LOGON TIME: 12.40.36

                        SF52 DATA BASE

                        TABLE FILE NAME IS

                        SF52

                        WAIT FOR A '>' TO APPEAR THEN ENTER YOUR REQUEST
                        TYPE HELP FOR INFORMATION ON FOCUS COMMANDS

>
```

Figure 58. The SF52 Data Base Table File Screen

```
DATE: XX/XX/XX          FOCUS REPORTING SYSTEM          LOGON TIME: 12.40.36

                        INQUIRY DATA BASE

                        TABLE FILE NAME IS

                        INQUIRY

                        WAIT FOR A '>' TO APPEAR THEN ENTER YOUR REQUEST
                        TYPE HELP FOR INFORMATION ON FOCUS COMMANDS

>
```

Figure 59. Inquiry Data Base Table File Screen

### Host Automated Time System (HATS)

HATS is an option on the Development/NFC Systems Menu (**Figure 53**). This option is used to create reports on HATS data.

To select this option, key in **8** at the Enter Selection Number prompt. Press [Enter].

The HATS Organizational Structure Selection screen (**Figure 60**) is displayed.

Complete the fields as described:

**1 Agency** (*optional, alphanumeric field; 2 positions*). Key in your agency code.

**2 Office** (*optional, numeric field; 2 positions*). Key in your office code.

**3 Division** (*optional, numeric field; 2 positions*). Key in your division code.

**4 Branch** (*optional, numeric field; 4 positions*). Key in your branch code.

**5 Section** (*optional, numeric field; 2 positions*). Key in your section code.

**6 Unit** (*optional, numeric field; 2 positions*). Key in your unit code.

**7 Sub-unit** (*optional, numeric field; 2 positions*). Key in your sub-unit code.

**8 Group** (*optional, numeric field; 2 positions*). Key in your group code. Press [Enter].

```

FOCUS REPORTING SYSTEM      PF5=HELP      PF4=QUIT      PF6=EXIT FOCUS

                                HATS
                        ORGANIZATIONAL STRUCTURE SELECTION

                ENTER VALUES FOR THE FOLLOWING FIELDS.

1 AGENCY . . . . . : 90
2 OFFICE . . . . . : 70
3 DIVISION . . . . . :
4 BRANCH . . . . . :
5 SECTION. . . . . :
6 UNIT . . . . . :
7 SUBUNIT. . . . . :
8 GROUP. . . . . :
  
```

**Figure 60. HATS Organizational Selection Screen**

## Systems Access Manual

### Report Generator Systems

#### FOCUS Reporting System

### REDS (Reporting External Distribution System)

REDS is an option on the Development/NFC Systems Menu (**Figure 53**). This option is used to create reports on REDS data.

To select this option, key in **9** at the Enter Selection Number prompt. Press [Enter].

The REDS Data Base table file screen (**Figure 61**) is displayed.

Key in your request at the > prompt, e.g., **ED** to activate Editor (ISPF =2), **EX** to execute a FOCEXEC online, or **HELP FOCUSRPT** for a listing of FOCUSRPT commands. Press [Enter].

```
DATE: XX/XX/XX          FOCUS REPORTING SYSTEM          LOGON TIME: 12.40.36
                        REDS DATA BASE

                        TABLE FILE NAME IS:

                        REDS
                        OR
                        REDSADDR
                        OR
                        REDSDESI
                        OR
                        REDSRPT

                        TYPE HELP FOR INFORMATION ON FOCUS COMMAMDS
                        WAIT FOR A '>' TO APPEAR THEN ENTER YOUR REQUEST

>
```

**Figure 61. REDS Data Base Table File Screen**

### **ACQTRACK Or ACQTRAC1 (Financial And Management Control Office (FMCO))**

ACQTRACK or ACQTRAC1 is an option on the Development/NFC Systems Menu (**Figure 53**). This option is used to create reports on ACQTRACK or ACQTRAC1 data.

To select this option, key in **10** at the Enter Selection Number prompt. Press [Enter].

The ACQTRACK Data Base table file screen (**Figure 62**) is displayed.

Key in your request at the > prompt, e.g., **ED** to activate Editor (ISPF=2), **EX** to execute a FOCEXEC online, or **HELP FOCUSRPT** for a listing of FOCUSRPT commands. Press [Enter].

### **Change Authorization Tracking System (CATS)**

CATS is an option on the Development/NFC Systems Menu (**Figure 53**). This option is used to create reports on CATS data.

To select this option, key in **11** at the Enter Selection Number prompt. Press [Enter].

The CATS Data Base table file screen (**Figure 63**) is displayed.

Key in your request at the > prompt, e.g., **ED** to activate Editor (ISPF=2), **EX** to execute a FOCEXEC online, or **HELP FOCUSRPT** for a listing of FOCUSRPT commands. Press [Enter].

```
DATE: XX/XX/XX          FOCUS REPORTING SYSTEM          LOGON TIME: 12.40.36

          ACQTRACK      DATA BASE

          TABLE FILE NAME IS

          ACQTRACK OR
          ACQTRAC1

          WAIT FOR A '>' TO APPEAR THEN ENTER YOUR REQUEST
          TYPE HELP FOR INFORMATION ON FOCUS COMMANDS

          >
```

**Figure 62. ACQTRACK Data Base Table File Screen**

```
DATE: XX/XX/XX          FOCUS REPORTING SYSTEM          LOGON TIME: 12.40.36

          CATS DATA BASE

          TABLE FILE NAME IS

          CATS

          WAIT FOR A '>' TO APPEAR THEN ENTER YOUR REQUEST
          TYPE HELP FOR INFORMATION ON FOCUS COMMANDS

          >
```

**Figure 63. CATS Data Base Table File Screen**

## Systems Access Manual

### Report Generator Systems

### FOCUS Reporting System

#### Name Employee

Name Employee is an option on the Development/NFC Systems Menu (**Figure 53**). This option is used to create reports on name employee data.

To select this option, key in **12** at the Enter Selection Number prompt. Press [Enter].

The Name Employee Data Base table file screen (**Figure 64**) is displayed.

Key in your request at the > prompt, e.g., **ED** to activate Editor (ISPF=2), **EX** to execute a FOCEXEC online, or **HELP FOCUSRPT** for a listing of FOCUSRPT commands. Press [Enter].

#### Document Tracking System (DOTS)

DOTS is an option on the Development/NFC Systems Menu (**Figure 53**). This option is used to create reports on DOTS data.

To select this option, key in **13** at the Enter Selection Number prompt. Press [Enter].

The Document Tracking System (DOTS) Data Base Menu (**Figure 65**) is displayed.

**DOTS** is option 1 on the Document Tracking System (DOTS) Data Base Menu. To select this option, key in **1** at the Enter Desired Selection prompt. Press [Enter].

```

DATE: XX/XX/XX          FOCUS REPORTING SYSTEM          LOGON TIME: 12.40.36

NAME EMPLOYEE DATA BASE

TABLE FILE NAME IS:

NEMP
OR
NEMP2
OR
NEMPSSNO

TYPE HELP FOR INFORMATION ON FOCUS COMMAMDS
WAIT FOR A '>' TO APPEAR THEN ENTER YOUR REQUEST

>
  
```

Figure 64. Name Employee Data Base Table File Screen

```

FOCUS REPORTING SYSTEM    PF5=HELP PF4=MAIN MENU PF9=SUBMIT PF6=EXIT FOCUS

DOCUMENT TRACKING SYSTEM (DOTS) DATA BASE MENU

1  DOTS
2  DOTSLOG      MANLOG RECORDS
3  DOTSREC      RECN RECORDS
4  DOTSAGCY     SF1081 AGCY & AGCY RMK RECORDS
5  DOTSCLK      CLERK RECORD
6  DOTSRPLY     REPLY RECORD
7  DOTSTREA     TREASURY RECORDS
8  DOTSTFP      FOURPHASE RECORDS
9  DOTSGRP      GROUP & SECTION RECORDS
10 DOTSIQY      INQUIRY RECORD
11 DOTSHIST     DOTS HISTORY RECORDS

ENTER DESIRED SELECTION
  
```

Figure 65. Document Tracking System (DOTS) Data Base Menu

*DOTSLOG – MANLOG RECORDS* is Option 2 on the Document Tracking System (DOTS) Data Base Menu. This option is used for reports on DOTSLOG data. To select this option, key in **2** at the Enter Desired Selection prompt. Press [Enter].

*DOTSRECN – RECN RECORDS* is Option 3 on the Document Tracking System (DOTS) Data Base Menu. This option is used for reports on DOTSRECN data. To select this option, key in **3** at the Enter Desired Selection prompt. Press [Enter].

*DOTSAGCY – SF1081-AGCY & AGCY-RMK RECORDS* is Option 4 on the Document Tracking System (DOTS) Data Base Menu. This option is used for reports on DOTSAGCY data. To select this option, key in **4** at the Enter Desired Selection prompt. Press [Enter].

*DOTSCLK – CLERK RECORD* is Option 5 on the Document Tracking System (DOTS) Data Base Menu. This option is used for reports on DOTSCLK data. To select this option, key in **5** at the Enter Desired Selection prompt. Press [Enter].

*DOTSRPLY – REPLY RECORD* is Option 6 on the Document Tracking System (DOTS) Data Base Menu. This option is used for reports on DOTSRPLY data. To select this option, key in **6** at the Enter Desired Selection prompt. Press [Enter].

*DOTSTREA – TREASURY RECORDS* is Option 7 on the Document Tracking System (DOTS) Data Base Menu. This option is used for reports on DOTSTREA data. To select this option, key in **7** at the Enter Desired Selection prompt. Press [Enter].

*DOTSFP – FOUR-PHASE RECORDS* is Option 8 on the Document Tracking System (DOTS) Data Base Menu. This option is used for reports on DOTSFP data. To select this option, key in **8** at the Enter Desired Selection prompt. Press [Enter].

*DOTSGRP – GROUP & SECTION RECORDS* is Option 9 on the Document Tracking System (DOTS) Data Base Menu. This option is used for reports on DOTSGRP data. To select this option, key in **9** at the Enter Desired Selection prompt. Press [Enter].

*DOTSINQY – INQUIRY RECORD* is Option 10 on the Document Tracking System (DOTS) Data Base Menu. This option is used for reports on DOTSINQY data. To select this option, key in **10** at the Enter Desired Selection prompt. Press [Enter].

*DOTSHIST – DOTS HISTORY RECORDS* is Option 11 on the Document Tracking System (DOTS) Data Base Menu. This option is used for reports on DOTSHIST data. To select this option, key in **11** at the Enter Desired Selection prompt. Press [Enter].

# Systems Access Manual

## Report Generator Systems

### FOCUS Reporting System

#### Scheduling Information Tracking System (SITS)

SITS is an option on the Development/NFC Systems Menu (Figure 53). This option is used to create reports from SITS data.

To select this option, key in **14** at the Enter Selection Number prompt. Press [Enter].

The SITS Data Base screen (Figure 66) is displayed.

Complete the fields as described:

- 1** **Run Year** (optional, numeric field; 2 positions). Key in the desired run year.
- 2** **Run Month** (optional, numeric field; 2 positions). Key in the desired run month.
- 3** **Run Day** (optional, numeric field; 2 positions). Key in the desired run day.

- 4** **Run Version** (required, numeric field; 2 positions). Key in the desired run version. Press [Enter].

#### Mission Assignment Tracking System (MATS) (MATSTRAN) (GAO only)

MATS is an option on the Development/NFC Systems Menu (Figure 53). This option is used to create reports from MATSTRAN data.

To select this option, key in **15** at the Enter Selection Number prompt. Press [Enter].

The MATS Data Base table file screen (Figure 67) is displayed.

Key in your request at the > prompt, e.g., **ED** to activate Editor (ISPF=2), **EX** to execute a FOCEXEC online, or **HELP FOCUSRPT** for a listing of FOCUSRPT commands. Press [Enter].

```

FOCUS REPORTING SYSTEM      PF5=HELP      PF4=QUIT      PF6=EXIT FOCUS

                        SITS DATA BASE

ENTER THE VALUES YOU DESIRE BELOW.

RUN YEAR. . . . . : 1
RUN MONTH . . . . . : 2
RUN DAY . . . . . : 3
RUN VERSION . . . . . : 4
  
```

Figure 66. SITS Data Base Screen

```

DATE: XX/XX/XX      FOCUS REPORTING SYSTEM      LOGON TIME: 12.40.36

                        MATS DATA BASE

                        TABLE FILE NAME IS

                        MATSTRAN

WAIT FOR A '>' TO APPEAR THEN ENTER YOUR REQUEST

TYPE HELP FOR INFORMATION ON FOCUS COMMAMDS

>
  
```

Figure 67. MATS Data Base Table File Screen

### Leave Data Transfer System (LDTs)

LDTs is an option on the Development/NFC Systems Menu (**Figure 53**). This option is used to create reports on the LDTs.

To select this option, key in **16** at the Enter Selection Number prompt. Press [Enter].

The LDTs Data Base table file screen (**Figure 68**) is displayed.

Key in your request at the > prompt, e.g., **ED** to activate Editor (ISPF=2), **EX** to execute a FOCEXEC online, or **HELP FOCUSRPT** for a listing of FOCUSRPT commands. Press [Enter].

### Imprest Fund

Imprest Fund is an option on the Development/NFC Systems Menu (**Figure 53**). This option is used to create reports on imprest fund data.

To select this option, key in **18** at the Enter Selection Number prompt. Press [Enter].

The Imprest Data Base table file screen (**Figure 69**) is displayed.

Key in your request at the > prompt, e.g., **ED** to activate Editor (ISPF=2), **EX** to execute a FOCEXEC online, or **HELP FOCUSRPT** for a listing of FOCUSRPT commands. Press [Enter].

```
DATE: XX/XX/XX          FOCUS REPORTING SYSTEM          LOGON TIME: 12.40.36

                        LDTs DATA BASE

                        TABLE FILE NAME IS

                        LDTs

                        WAIT FOR A '>' TO APPEAR THEN ENTER YOUR REQUEST
                        TYPE HELP FOR INFORMATION ON FOCUS COMMAMDS

>
```

**Figure 68. LDTs Data Base Table File Screen**

```
DATE: XX/XX/XX          FOCUS REPORTING SYSTEM          LOGON TIME: 12.40.36

                        IMPREST DATA BASE

                        TABLE FILE NAME IS:

                        CASHMAST
                        OR
                        IMPFMAST

                        TYPE HELP FOR INFORMATION ON FOCUS COMMAMDS
                        WAIT FOR A '>' TO APPEAR THEN ENTER YOUR REQUEST

>
```

**Figure 69. Imprest Data Base Table File Screen**

### Personnel History (PHIS)

PHIS is an option on the Development/NFC Systems Menu (**Figure 53**). This option is used to create reports from PHIS data.

To select this option, key in **19** at the Enter Selection Number prompt. Press [Enter].

The PHIS Data Base Access Method Selection screen (**Figure 70**) is displayed.

*Owner* is Option 1 on the PHIS Data Base Access Method Selection screen. To select this option, key

in **1** at the Enter Selection Number prompt. Press [Enter].

*Action* is Option 2 on the PHIS Data Base Access Method Selection screen. To select this option for reports by Action, key in **2** at the Enter Selection Number prompt. Press [Enter].

**Note:** Both selections (**1** or **2**) display the PHIS Organizational Structure And Fiscal Year Selection screen. You have the option to key in the specific organizational structure and fiscal year you want **or** you may press [Enter] to display all records for your access authority.

```
FOCUS REPORTING SYSTEM      PF5=HELP      PF4=QUIT      PF6=EXIT FOCUS

                           PHIS DATA BASE
                           ACCESS METHOD SELECTION

                             1  OWNER
                             2  ACTION

                           ENTER SELECTION NUMBER
```

**Figure 70. PHIS Data Base Access Method Selection Screen**

## Mission Assignment Tracking System (MATS)

MATS is option 8 on the Main Data Base Menu (Figure 11). This option is used to create reports on MATS data.

To select this option, key in **8** at the Enter Selection Number prompt. Press [Enter].

The IDMS60 Mission Assignment Tracking System Menu (Figure 71) is displayed.

*MATSPERS – Time & Personnel* is Option 1 on the Mission Assignment Tracking System Menu. This option is used for reports on MATSPERS data. To select this option, key in **1** at the Enter Desired Selection prompt. Press [Enter].

*Tables* is Option 2 on the Mission Assignment Tracking System Menu. This option is used for reports for Tables data. To select this option, key in **2** at the Enter Desired Selection prompt. Press [Enter].

*MATSYDET – Staff Year Time* is Option 3 on the Mission Assignment Tracking System Menu. This option is used for reports on MATSYDET data. To select this option, key in **3** at the Enter Desired Selection prompt. Press [Enter].

*MATSYACT – Staff Year Act* is Option 4 on the Mission Assignment Tracking System Menu. This option is used for reports on MATSYACT data. To select this option, key in **4** at the Enter Desired Selection prompt. Press [Enter].

*MATSYPLN – Staff Year Plan* is Option 5 on the Mission Assignment Tracking System Menu. This option is used for reports on MATSYPLN data. To select this option, key in **5** at the Enter Desired Selection prompt. Press [Enter].

*MATS, MATSFMS, MATSCOST – Jobs & Request* is Option 6 on the Mission Assignment Tracking System Menu. This option is used for reports on MATS, MATSFMS, MATSCOST data. To select this option, key in **6** at the Enter Desired Selection prompt. Press [Enter].

*MATSDAY – Staff Daytime* is Option 7 on the Mission Assignment Tracking System Menu. This option is used for reports on MATSDAY data. To select this option, key in **7** at the Enter Desired Selection prompt. Press [Enter].

*MATSISSU – Issue* is Option 8 on the Mission Assignment Tracking System Menu. This option is used for reports on MATSISSU data. To select this option, key in **8** at the Enter Desired Selection prompt. Press [Enter].

*Report Against Archive Data Base* is Option 9 on the Mission Assignment Tracking System Menu. To select this option to Report Against Archive Data Base, key in **9** at the Enter Desired Selection prompt. Press [Enter].

*Perform Archive Restore* is Option 10 on the Mission Assignment Tracking System Menu. To select this option to Perform Archive Restore, key in **10** at the Enter Desired Selection prompt. Press [Enter].

```

FOCUS REPORTING SYSTEM      PF5=HELP PF4=MAIN MENU PF9=SUBMIT PF6=EXIT FOCUS

                                IDMS60
                        MISSION ASSIGNMENT TRACKING SYSTEM MENU

1      MATSPERS    TIME & PERSONNEL
2      TABLES
3      MATSYDET    STAFF YEAR TIME
4      MATSYACT    STAFF YEAR ACT
5      MATSYPLN    STAFF YEAR PLAN
6      MATS, MATSFMS, MATSCOST  JOBS & REQUEST
7      MATSDAY    STAFF DAYTIME
8      MATSISSU    ISSUE
9      REPORT AGAINST ARCHIVE DATA BASE
10     PERFORM ARCHIVE RESTORE
V      VIEW JES OUTPUT
E      ISPF EDIT

                                ENTER DESIRED SELECTION
  
```

**Figure 71. IDMS60 Mission Assignment Tracking System Menu**

*View JES Output* is option V on the Mission Assignment Tracking System Menu. To select this option to View JES Output, key in **V** at the Enter Desired Selection prompt. Press [Enter].

*ISPF Edit* is option E on the Mission Assignment Tracking Menu. To select this option to activate the ISPF Edit

feature, key in **E** at the Enter Desired Selection prompt. Press [Enter].

When the > prompt screen (**Figure 10**) is displayed. Key in **focusrpt** and press [Enter]. The FOCUS Library Name screen (**Figure 4**) is displayed.

Printlist

Printlist is the third option on the FOCUS Library Name screen (Figure 4). Printlist is used to print element Listings or Dictionaries from the NFC library.

Key in the FOCUS Library Name and tab to Printlist. Press [Enter].

The Listings Print Utility Job Specifications screen (Figure 72) is displayed.

Complete the fields as described:

1 User ID (no entry, system generated).

2 Jobname Character (optional, alpha field; 1 position). This is a no entry field that is system generated from the print specifications previously set-up. You may change, if applicable.

3 Job Class (required, alpha field; 1 position). Key in the job classification.

4 Listing Name (required, alphanumeric field; max. of 8 positions). Key in the name of the listing or dictionary you want printed. Press [Enter].

Press [PF3] to return to the FOCUS Library Name screen (Figure 4).

FOCUS REPORTING SYSTEM    PF3=PREV SCREEN    PF5=LISTINGS    PF6=EXIT FOCUS

LISTINGS PRINT UTILITY  
JOB SPECIFICATIONS  
-----

1

USERID . . . . . : NFXXX

2

JOBNAME CHARACTER. . . . . : P        (ONE LETTER)

3

JOB CLASS. . . . . :            (ONE LETTER)

4

LISTING NAME . . . . . :

CHECK ALL ENTRIES THEN HIT ENTER TO CONTINUE.

Figure 72. Listings Print Utility Job Specifications Screen

*(reserved)*

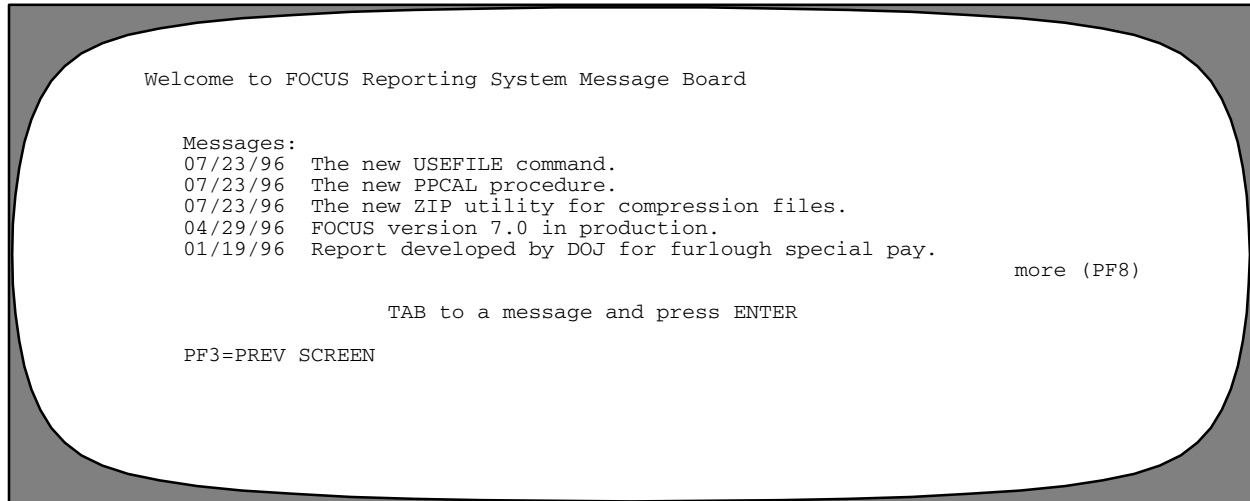
## Messages

Messages is the fourth option on the FOCUS Library Name screen (**Figure 4**). Messages is used to view and browse prior messages that were displayed on the FOCUS bulletin board.

Key in the FOCUS Library Name and tab to Messages. Press [Enter].

The Message Board screen (**Figure 73**) is displayed. Press [Tab] to the message you want to view and press [Enter]. To display the next screen with messages, press [PF8]. To return to the previous screen, press [PF7].

Press [PF3] to return to the FOCUS Library Name screen (**Figure 4**).



**Figure 73. Message Board Screen**

*(reserved)*

## Utilities

Utilities is the fifth option on the FOCUS Library Name screen (Figure 4). The Utilities selection screen provides six options including the new functions in FOCUS.

Key in the FOCUS Library Name and tab to Utilities. Press [Enter].

The Utilities selection screen (Figure 74) is displayed.

## VPS

A brief description with instructions for using each option is provided below:

**VPS** is the first option on the menu. To select this option, tab to VPS and press [Enter].

The VMCF Primary Option Menu (Figure 75) is displayed. This menu is used to key in the applicable selec-

tion at the Option prompt. The options on the menu are described below:

**1 Enter VPS printer command** (*optional, numeric field; 1 position*). Key in **1** at the Option prompt and press [Enter]. The cursor moves to the Printer prompt. Key in the **printer name** (*required, alphanumeric field; max. of 8 positions*) at the Printer prompt. Press [Enter].

**2 Display VPS printer list** (*optional, numeric field; 1 position*). Key in **2** at the Option prompt and press [Enter]. The VPS Printer Selection Menu (Figure 76) is displayed.

Complete the fields as described:

**1 Printer** (*required, alphanumeric field; 8 positions*). Key in full or partial printer name.

**2 Group** (*optional, alphanumeric field; 8 positions*). Key in full or partial group name.

```

PF3=PREV SCREEN      PF5=HELP      PF6=EXIT FOCUS

Welcome to the National Finance Center's FOCUS Reporting System

VPS
View
Edit
Documentation Library
Foczip
Foccdrom

TAB to a selection and press ENTER
  
```

**Figure 74. Utilities Selection Menu**

```

----- VMCF PRIMARY OPTION MENU -----
OPTION  ===>

PRINTER  ===>

1 - Enter VPS printer command
2 - Display VPS printer list

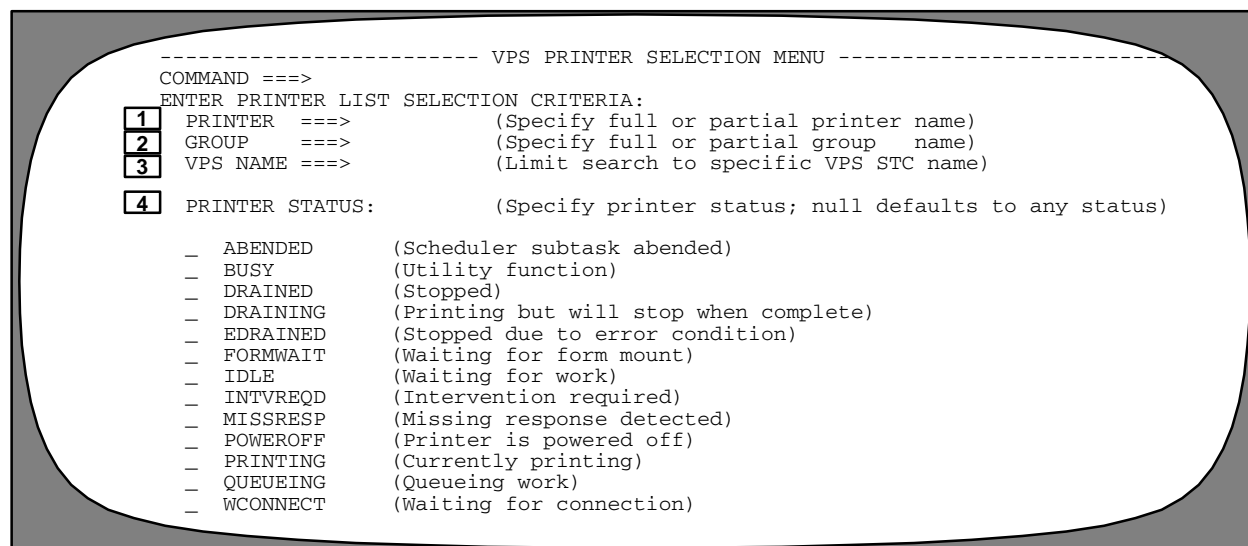
S - Display VPS printer summary
T - VMCF Tutorial

X - Terminate VMCF

Enter END command to terminate VMCF.

USERID - NFXXX
TERMINAL - TESTMULT
VPS NAME - VPS61
PROFILE - NFXXX
  
```

**Figure 75. VMCF Primary Option Menu**



**Figure 76. VPS Printer Selection Menu**

**3 VPS Name** (optional, alphanumeric field; 8 positions). Key in specific VPS STC name.

**4 Printer Status** allows you select the printer status from the list provided. To select a printer status category, [Tab] to the status category of your choice and press [Enter]. A listing of the printer jobs status is displayed. The screen allows you to key in Commands at the prompt using C-Command, H-Held Queue, Q-Output Queue, or S-Summary. Press [Enter].

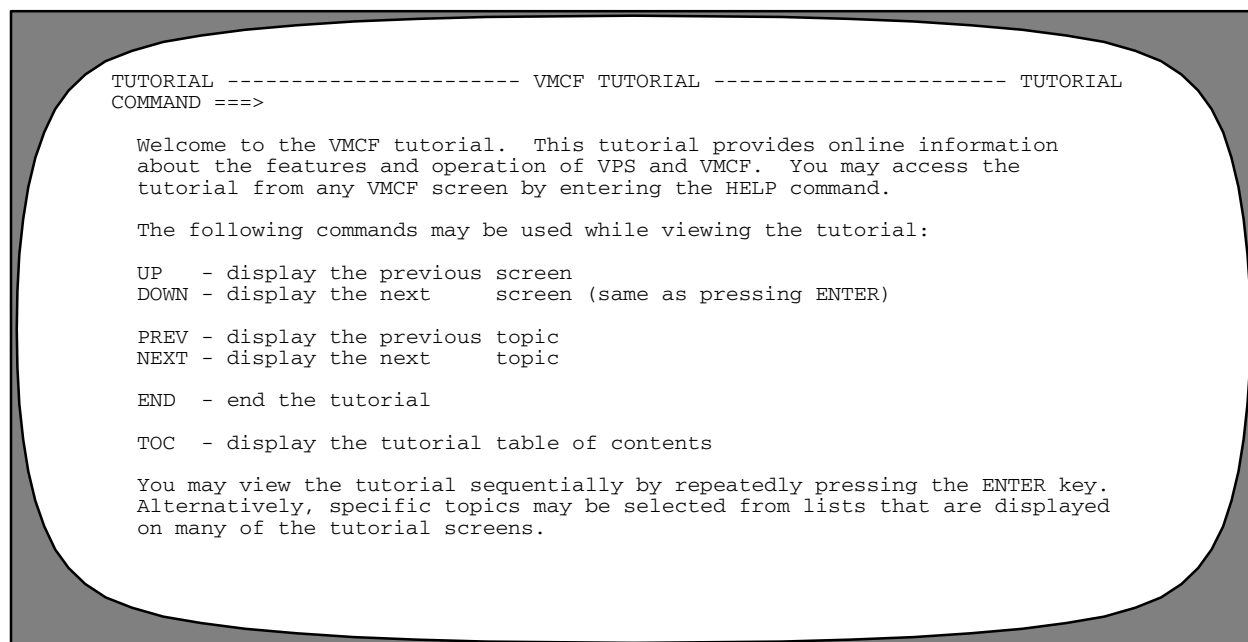
**S Display VPS printer summary** (optional, alpha field; 1 position). Key in *S* at the Option prompt and press [Enter]. The cursor moves to the Printer prompt.

Key in the **printer name** (required, alphanumeric field; max. of 8 positions) at the Printer prompt. Press [Enter].

**T VMCF Tutorial** (optional, alpha field; 1 position). Key in *T* at the Option prompt and press [Enter]. The VMCF Tutorial screen (**Figure 77**) is displayed.

**X Terminate VMCF** (optional, alpha field; 1 position). Key in *X* at the Option prompt to exit the VMCF Primary Option Menu. Press [Enter]. The system returns to the Utilities selection screen (**Figure 74**).

**Note:** Keying in *End* at the Option prompt terminates the VMCF Primary Option Menu and returns to the Utilities selection screen (**Figure 74**).



**Figure 77. VMCF Tutorial Screen**

## View

View is the second option on the Utilities selection screen (Figure 74). To select this option, tab to View and press [Enter].

The Job List NFXXX screen (Figure 78) is displayed.

This option is used to view a job(s) in a queue, waiting for execution. Press [PF3] three times to return to the Utilities selection screen (Figure 74).

## Edit

Edit is the third option on the Utilities selection screen (Figure 74). To select this option, tab to Edit and press [Enter].

The Edit – Entry Panel screen (Figure 79) is displayed.

Complete the fields as described:

- 1 Project** (required, alphanumeric field; max. of 8 positions). Key in the project, e.g., *nfc*p.
- 2 Group** (required, alphanumeric field; max. of 8 positions). Key in the group, e.g., *focs.icd*. **Note:** The group, e.g., *icd*, represents your agency library acronym name. The maximum amount of characters that represent the library name is established on this screen. It will remain until you change it.
- 3 Type** (required, alphanumeric field; max. of 8 positions). Key in the type, e.g., *exec*.
- 4 Member** (optional, alphanumeric field; max. of 8 positions). Key in the member name, e.g., *newname*.

```

-- (1)==> - Job List NFXXX Q=ALL C=ALL O=ALL D=ALL          ----- NO SYSOUT FILES
COMMAND ==>>                                           SCROLL ==> PAGE
SEL JOBNAME  JOBID  MC  ----QUEUE--- -RECORDS MAXRC  ADDITIONAL INFO  DEST  STEP
S   NF313    T14285  Z   EXEC  SYSB      2295      TESTMULT 0:03.89  US05PROC
***** BOTTOM OF DATA *****
  
```

F1=HELP      F2=SPLIT      F3=END      F4=RETURN      F5=RFIND      F6=RCHANGE  
F7=UP          F8=DOWN      F9=SWAP      F10=LEFT      F11=RIGHT      F12=RETRIEVE

Figure 78. Job List NFXXX Screen

```

----- EDIT - ENTRY PANEL -----
COMMAND ==>>
ISPF LIBRARY:
  PROJECT ==> 1
  GROUP   ==> 2
  TYPE    ==> 3
  MEMBER  ==> 4 (Blank or pattern for member selection list)

OTHER PARTITIONED OR SEQUENTIAL DATA SET:
  DATA SET NAME ==> 5
  VOLUME SERIAL  ==> 6 (If not cataloged)
  DATA SET PASSWORD ==> 7 (If password protected)
  PROFILE NAME   ==> 8 (Blank defaults to data set type)
  INITIAL MACRO  ==> 9 LMF LOCK ==> YES 10 (YES, NO or NEVER)
  FORMAT NAME    ==> 11 MIXED MODE ==> NO 12 (YES or NO)
  
```

F1=HELP      F2=SPLIT      F3=END      F4=RETURN      F5=RFIND      F6=RCHANGE  
F7=UP          F8=DOWN      F9=SWAP      F10=LEFT      F11=RIGHT      F12=RETRIEVE

Figure 79. Edit – Entry Panel Screen

**Note:** Complete the following data fields as applicable.

**5 Data Set Name** (*optional, alphanumeric field; max. of 35 positions*). Key in the data set name, e.g., 'nfcf.focs.ics.exec(newname)'. **Note:** Use single quotes before and after the data set name. Use this option when the agency Library name is more than 3 characters.

**6 Volume Serial** (*optional, alphanumeric field; max. 8 positions*) Key in the volume serial, if not cataloged).

**7 Data Set Password** (*optional, alphanumeric field; 6 to 8 positions*). Key in the data set password, if password protected.

**8 Profile Name** (*optional, alphanumeric field; max. of 8 positions*). Key in the profile name, if left blank, the system defaults to data set type.

**9 Initial Macro** (*optional, alphanumeric field; max. of 8 positions*). Key in the initial macro.

**10 LMF Lock** (*optional, alpha field; max. of 5 positions*). Key in **yes**, **no**, or **never**. The system defaults to yes.

**11 Format Name** (*optional, alphanumeric field; max. of 8 positions*). Key in the format name.

**12 Mixed Mode** (*optional, alpha field; max. of 3 positions*). Key in **yes** or **no**. The system defaults to no. Press [Enter].

FOCUS displays a blank input screen (**Figure 80**) with *newname* in parenthesis after the data set name on the Edit line. Press [Tab] to the first input line and begin keying in your FOCUS code to the right of the asterisks. Press [Tab] to move to the additional lines. Continue keying in as many lines as needed. After your last input line, key in **end**.

Press [Home] to move the cursor to the Command line on the input screen. Key in =X and press [Enter]. The Utilities selection screen (**Figure 74**) is displayed.

```

EDIT          NFCP.FOCS.NFC.EXEC(newname)  01.00          COLUMNNS 001 072
COMMAND ===== SCROLL =====> PAGE
***** TOP OF DATA *****
*****
*****
*****
*****
*****
*****
*****
***** BOTTOM OF DATA *****

F1=HELP      F2=SPLIT    F3=END      F4=RETURN   F5=RFIND    F6=RCHANGE
F7=UP        F8=DOWN      F9=SWAP    F10=LEFT   F11=RIGHT   F12=RETRIEVE
  
```

**Figure 80. Blank Input Screen**

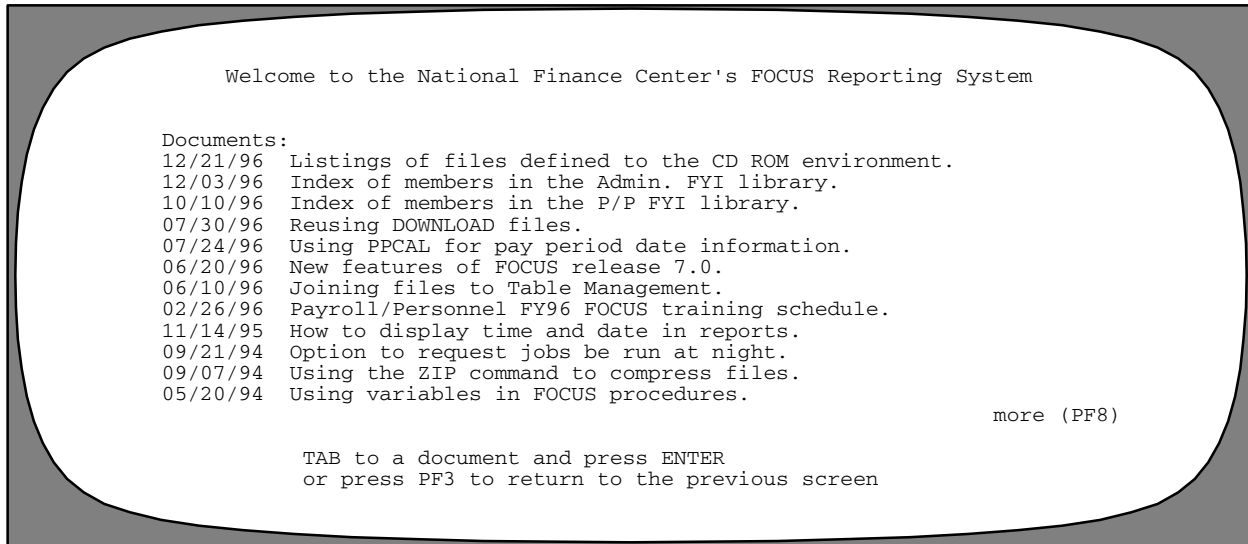
## Documentation Library

Documentation Library is the fourth option on the Utilities selection screen (**Figure 74**). To select this option, tab to Documentation Library and press [Enter].

The FOCUS Document Library screen (**Figure 81**) is displayed.

This screen provides a listing of documents in the FOCUS library. Press [PF8] to scroll to the next page. Press [PF7] to return to the previous page. To select a document from the library, tab to select the document and press [Enter]. You may print documents from the library by pressing [PF5].

Press [PF3] twice to return to the Utilities selection screen (**Figure 74**).



**Figure 81. FOCUS Document Library Screen**

## Systems Access Manual

### Report Generator Systems

### FOCUS Reporting System

#### Foczip

Foczip is the fifth option on the Utilities selection screen (Figure 74). The Zip Utility is used to compress download files. To select this option, [Tab] to Foczip and press [Enter].

The Zip Utility screen (Figure 82) is displayed.

Complete the fields as described:

**1 Do You Want to Zip or Unzip the File?** (optional, alpha field; max. of 5 positions). Key in *unzip* if you do

not want to zip or compress your downward files. The system defaults to Zip.

**2 Enter the Filename** (required, alphanumeric field; max. 30 positions). Key in the filename. **Note:** Use single quotes before and after the filename.

**3 Enter a Password** (optional, alphanumeric field; 6 to 8 positions). Key in the password. Press [Enter].

Press [PF3] to return to the Utilities selection screen (Figure 74).

```
FOCUS REPORTING SYSTEM                                PF5=HELP                                PF3=EXIT

                                ZIP UTILITY
                                -----
ZIP will submit a PKZIP job to compress one of your download
files. The name you enter below is the same as the name you
specified in BATCHFOC or USEFILE. It is the third string in the
download dataset name. For example, if your filename is
'YOURID.FOCS.DOWNLOAD.DATA' enter 'DOWNLOAD' for the file
name. ZIP will create 'YOURID.FOCS.DOWNLOAD.ZIP' .

1 Do you want to zip or unzip the file? ZIP      (Zip or Unzip)
2 Enter the filename .....:
3 Enter a password (optional).....:
```

Figure 82. Zip Utility Screen

### Foccdrom

Foccdrom is the sixth option on the Utilities selection screen (Figure 74). CD Utility is used to submit a job to transfer or download file(s) onto a CD that has been set-up through BATCHFOC.

**Note:** See [BATCHFOC instructions](#) beginning on page 11 for setting-up and submitting jobs for CD-ROM environment which creates extracted files and stores these files on the mainframe.

To select this option, [Tab] to Foccdrom and press [Enter].

The CD Utility screen (Figure 83) is displayed.

Complete the fields as described:

**1** Enter the Filename (required, alphanumeric field; max. of 8 positions). Key in the filename.

**2** Enter the Header Label on the Following Line (required; alphanumeric field; max. of 40 positions). Key in the header label of the filename. Press [Enter].

A screen is displayed stating that *the following datasets will be transferred onto a CD*. The screen also displays the job namefile, and asks you *Do you want to continue?.....Yes (Yes or No)*. Respond to this question and press [Enter].

Press [PF3] to return to the Utilities selection screen (Figure 74).

```
FOCUS REPORTING SYSTEM                                PF5=Help                                PF3=Quit

                                CD UTILITY
                                -----
FOCCDROM will submit a job to transfer your download file(s) onto
a CD.  The filename you enter below is the unique filename
assigned by the CDROM administrator at NFC for a CD product.
The header you enter would be used to identify this file run.
ie.,  AS OF DATE, PAY PERIOD, FISCAL YEAR, QUATER, etc.,
You can specify up to 40 characters.
For example, PAY PERIOD 01.

Enter the filename .....: 1
Enter the header label on the following line.
: 2
```

Figure 83. CD Utility Screen

*(reserved)*

## Logon Proc

Logon Proc is the sixth option on the FOCUS Library Name screen (Figure 4). This option is used by NFC personnel **only** and allows NFC personnel to logon to the various IDMS applications.

Key in your FOCUS Library Name and [Tab] to Logon Proc. Press [Enter].

The Logon Proc Utility screen (Figure 84) is displayed.

Complete the field as described:

**1** Enter the Logon Proc (*required, alphanumeric field; max. of 8 positions*). Key in the logon proc of your choice. Press [Enter].

When the FOCUS Library Name screen is displayed, press [PF6]. At the Ready \*\*\* prompt, key in *bye*. The FOCUS Reporting System displays the FOCUS Session Ended screen (Figure 85). You are now logged off FOCUS. **Note:** See sign-off instructions on page 6.

```
PF3= PREV SCREEN                                PF6=EXIT FOCUS

                        Logon Proc Utility
                        _____

Logon Proc offers the capability of alternating between
procs. The name you enter below is the specific proc you
want to logon to. For example, if you were working
in IDMS05 and suddenly need to switch to IDMS06, you
will enter US06PROC on the line below.

Enter the Logon Proc.....:  US06PROC
```

Figure 84. Logon Proc Utility Screen

```
XX/XX/XX                                FOCUS REPORTING SYSTEM    LOGON TIME: 12.54.17

                        FOCUS SESSION ENDED.
                        HAVE A NICE DAY, NFXXX !

LOGGING OFF TSO ...
NFXXX LOGGED OFF TSO AT 12.55.08
*****
```

Figure 85. FOCUS Session Ended Screen

*(reserved)*

## **Appendix**



### **Schedule Of FOCUS Courses**

<b>Course Number</b>	<b>Short Title</b>
2002	BASIC FOCUS-PAY/PERS
2029	ADVANCED FOCUS
2038	BASIC FOCUS-ABCO
2039	BASIC FOCUS-BLCO
2040	BASIC FOCUS-PLAN
2041	BASIC FOCUS-CADI
2042	BASIC FOCUS-CADP
2043	BASIC FOCUS-CASF
2044	BASIC FOCUS-DFIS
2045	BASIC FOCUS-EMIS
2046	BASIC FOCUS-FAAD
2047	BASIC FOCUS-MASC
2048	BASIC FOCUS-PROP
2049	BASIC FOCUS-SPIN
2050	BASIC FOCUS-TRAI
2051	BASIC FOCUS-TRVL
2052	BASIC FOCUS-TYPE 60 PRCH
2059	BASIC FOCUS-CETR

Courses are offered at the Washington, DC area and at the NFC in New Orleans, LA. Call the appropriate NFC training contact for the current price for each training course. Prices are based on a minimum class of 12 students.

**Note: Consult the FOCUS Bulletin Board for dates and locations of FOCUS training courses or contact Information Center personnel at 504-255-5230.**

Consult the NFC Training Catalog for course descriptions and important information on class scheduling, registration, cancellation, and other policies.



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